



Introduction to CMA Content Entry

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Note: The CMA continues to be enhanced and changed. Therefore, aspects of the system are subject to change and this document may be out of date. It will be updated as time permits.


Access CMA

URLs

Open **Internet Explorer** (version 4.0 or above) and type <http://w3.michigan.gov/> into the address line and press **Enter** to open the CMA.

Log-in & passwords

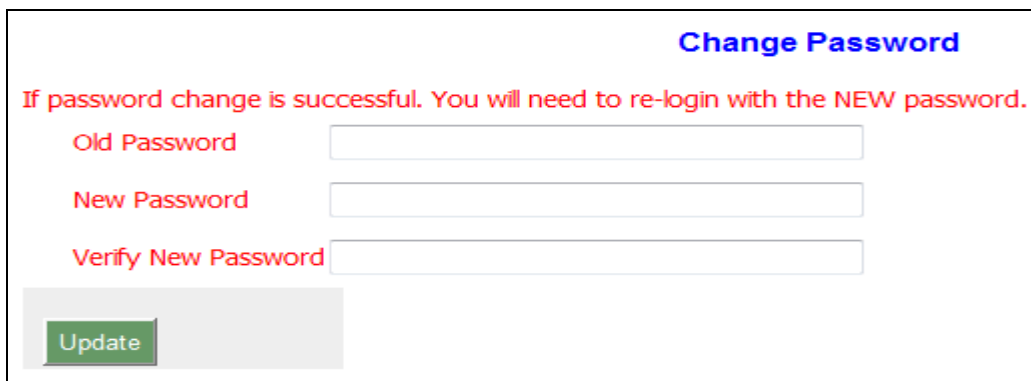
Enter your username and password. The CMA **User** and **Password** have been individually assigned and are managed by the **CMA Expert** assigned to your agency.

The screenshot shows the login interface for the 'CMA Content Management Application'. At the top, there is a header with the text 'VignetteV6' and 'CMA Content Management Application'. Below the header, there are two input fields: 'User:' and 'Password:'. To the right of the 'Password:' field are two buttons: 'Log In' and 'Reset'. Below these buttons is a link that says 'Forgot Your Password?'. The background of the login area is a light green color.

Change the password

Once a user has logged onto the **CMA**, he/she can change the assigned password.

- Click on '**Password**' on the top navigation bar
- Type your **Old Password**, enter your **New Password**, and verify the **New Password**
- Click '**Update**'

The screenshot shows the 'Change Password' form. At the top right, the title 'Change Password' is displayed in blue. Below the title, a red message states: 'If password change is successful. You will need to re-login with the NEW password.' There are three input fields: 'Old Password', 'New Password', and 'Verify New Password'. At the bottom left, there is a green button labeled 'Update'.

The system will then take you back to the Log-on screen.

- Enter your **User** name and new **Password**

Passwords can only be changed by the user and a CMA Expert. CMA Experts cannot discover an existing password, but can only assign a new one. If you have forgotten your password, click on the "**Forgot Your Password?**" link. Assigned User names cannot be changed without assistance from the **CMA Experts**.

The CMA Home Screen

Upon entering the CMA you will be presented with the following screen.

There are 4 main parts to the screen: Top Navigation, Left Navigation, CMA News & Notes and Workflow Tasks.

1. Top Navigation

SITE INFO	CMA HOME	EMICHIGAN	W3 PREVIEW	PASSWORD	LOGOFF
-----------	----------	-----------	------------	----------	--------

SITE INFO: Shows the CMA Expert and Site Admin names for State of Michigan sites.

CMA HOME: Takes you back to the Welcome screen.

EMICHIGAN: Takes you to emichigan's home page www.michigan.gov/emichigan. This site provides CMA users with resources.

- Click **EMICHIGAN** to explore the resources available to you there

W3 PREVIEW: Opens a new window with Michigan.gov in the w3 or preview site. This allows you to preview your pages/site before it goes live.

- Click **W3 PREVIEW** to open that window
- Change the site from **som** to **training**. We will be working in the **Training Site** for class.

PASSWORD: Allows you to update or change your password. You must know your existing password to do this.

LOGOFF: Exits the CMA.

2. Left Navigation

The Left Navigation is divided into groups to assist you in locating the desired command.

ASSETS: Deals strictly with adding, editing, deleting and managing assets. Assets are any file that is not HTML content, such as PDF, images, Word Documents, Excel Spreadsheets, PowerPoint files, etc.

ASSETS	LIST/SEARCH ASSETS
CONTENT	ADD ASSET
CATEGORIES	MANAGE ASSETS
	IMAGE PREVIEWER

- a) **LIST/SEARCH ASSETS:** Allows the user to search for existing assets in a number of ways. The user may then edit or delete the asset. This feature will be covered in part in this class.
- b) **ADD ASSET:** Allows the user to add an asset to the database. This feature is covered thoroughly in this class.
- c) **MANAGE ASSETS:** Allows the user to locate assets in a particular site and present the results in a variety of methods
- d) **IMAGE PREVIEWER:** Allows the user to preview images to see what is already in the database one site at a time

Note: See Advanced Assets document on the e-Michigan website.

CONTENT: Deals strictly with editing, deleting, managing and adding content.

ASSETS	
CONTENT	LIST/SEARCH CONTENT
CATEGORIES	ADD CONTENT

- a) **LIST/SEARCH CONTENT:** Allows the user to search for existing content that has not been deleted in a number of ways. It could be live or expired. The user is then able to edit or delete the content. This feature will be covered in part in this class. It is covered thoroughly in the Intermediate CMA Class.
- b) **ADD CONTENT:** Allows the user to create new content. This feature will be thoroughly covered in this class.

CATEGORIES: All content in the Michigan.gov website is related to one or more categories. Categories are related to each other. Categories form the backbone of the Vignette Content Management Application (CMA). **BROWSE CATEGORY** is the only option available to **Content Entry** staff. It is covered in the **Intermediate** class.



3. CMA News & Notes

miCMA • W3.MICHIGAN.GOV

MI.GOV CONTENT MANAGEMENT APPLICATION

SITE INFO

ASSETS

CONTENT

CATEGORIES

CMA HOME

EMICHIGAN

W3 PREVIEW

PASSWORD

LOGOFF

Welcome, Trainee.

Issue: December 26, 2014

cma news & notes

Quick Guides

One Step Add & Associate an Asset

Content Link to Asset

Content Versioning

If you have ideas for other CMA Quick! Guides, send them to emichigan@michigan.gov

HTML Homework

Every month we will offer links for you to HTML tutorials. If you are interested you can work through these lessons to strengthen your HTML skills and learn to understand how HTML pages are built. Here are your first lessons!

What is HTML?

HTML Editors

Clearing YOUR Browser Cache

Many users have problems viewing new content because the file gets saved in their own browser cache. There are ways you can clear this cache and view fresh copies of files and content. Rick put together this little guide to help you.

Read More

CMA Quick Guides!

Use the links on the CMA Home Page left nav to help you perform some CMA tasks quickly and easily. Send us your ideas for quick guides you would like to see.

Responsive Site Conversions: 14 to go!!

We have successfully converted 106 of our 120 LIVE MI.GOV sites to a responsive format.

Mark Your Calendars!

NEXT Quarterly CMA User Meeting

Tuesday, January 27, 2015

10:00 - 11:30

Library Forum Room

Michigan Library and Historical Center

702 West Kalamazoo Street

Lansing, MI

Parking Info

What do you want to know? Send us your questions.

email: emichigan@michigan.gov

Cache Clear Schedule

Weekday: 1 a.m. 9 a.m. 12 p.m. 3 p.m. 6 p.m.

Weekend: 1 a.m. 6 p.m.

Remember: Allow 30 minutes to an hour for clearing. Manually clearing during these hours just adds to the load.

There are no outstanding tasks assigned to you or your group.

This section changes frequently. Look here to get:

- Easy access to Quick Guides
- News and updates from your e-Michigan CMA team
- Quarterly CMA User Meeting Announcement
- Cache Clear schedule

4. Workflow Tasks

There are no outstanding tasks assigned to you or your group.

Tasks that have been assigned to you or your group will appear in this space. If your agency has not had workflow turned on for your site, you will get the message "There are no outstanding tasks assigned to you or your group." Workflow pertains to Authors, Editors and Publishers. Site Administrators may or may not be included in those groups. This will be explored thoroughly in this class.

How Michigan.gov Works

Database

Everything in Michigan.gov resides in a database. The **Content Management Application (CMA)** is the tool we use to access the database to add, edit, delete and otherwise manipulate the information in the database.

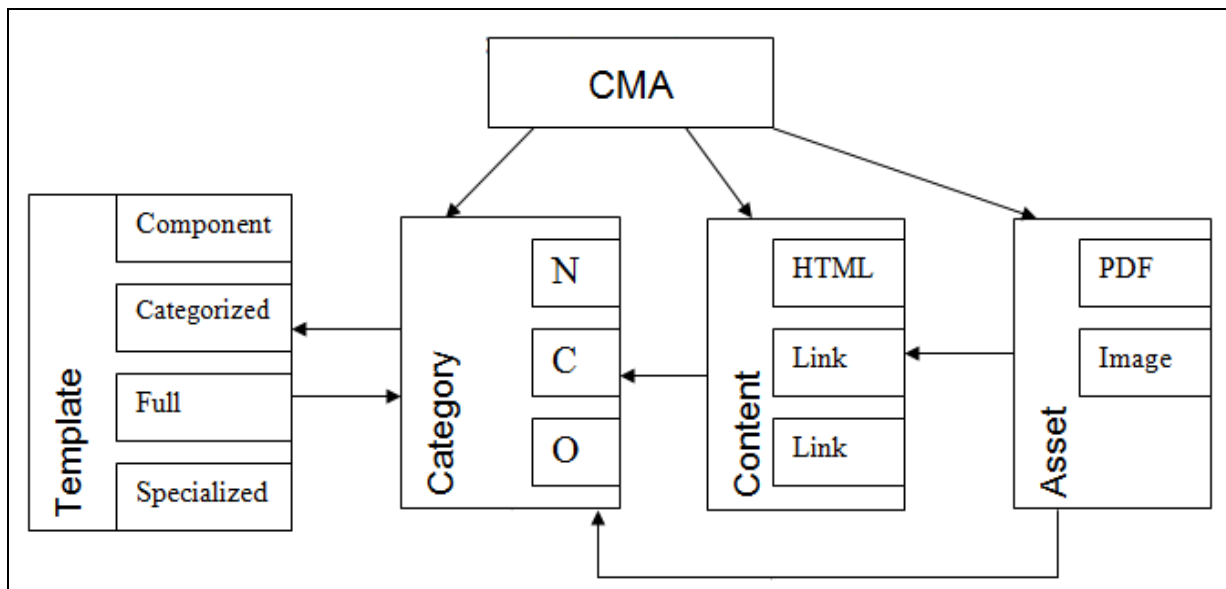
The database is divided into different areas. The main areas that **Content Entry** staff interacts with are:

- Content
- Assets

As a **Content Entry** person, you will have the ability to **Enter, Edit, Delete, Associate** and **Process Workflow** for Content and, when applicable, Assets.

Site Administrators interact with the areas of:

- Content
- Assets
- Categories



All **Content** and **Assets** **MUST** be tied to at least one **Category**. Everything in Michigan.gov revolves around Categories.

Categories & How They Work In a Site

There are four types of categories:

1. Site Category

Each site starts with a **Site Category** – in this case the category is – **TRAINING**.



2. Left Navigation Category

Every **Button** on the **Left Navigation** is a **Category**. For example the **Our Favorites** button is the category – **TRAINING-FAVORITES**.



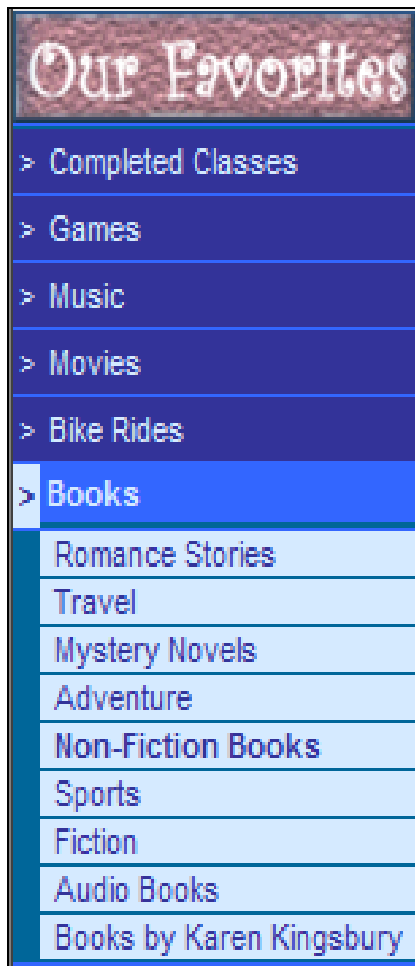
Left Navigation Sub-Category

Every drop-down under each button is also a **Category**. For example the **Books** item under the **Our Favorites** button is category – **TRAINING-FAVORITES-BOOKS**.



Left Navigation Sub-Sub-Category

There can be one more level of drop-downs on the left navigation. Each of these will also be a **Navigation Category**. In our continuing example, **Non-Fiction Books** will have the category – **TRAINING-FAVORITES-BOOKS-NONFICTION**



3. Content Category

- a) **Left Navigation** categories have a **Page Layout/Template** assigned to them
- b) Boxes within the **Page Layouts/Templates** have a category assigned to them

TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT
TRAINING-FAVORITES-BOOKS-NONFICTION-POETRY
TRAINING-FAVORITES-BOOKS-NONFICTION-REFERENCE
TRAINING-FAVORITES-BOOKS-NONFICTION-SELF-HELP
TRAINING-FAVORITES-BOOKS-NONFICTION-BIOGRAPHY

These are a different kind of category. They are called **CONTENT** Categories. These types of categories contain content.

[print friendly](#) [email this page](#) [Like](#) [Tweet](#)

Fix-it Books

- [John Estill Title](#)
THIS IS THE DESCRIPTION
 [Test](#)
 [Test again](#)
- [How to Survive a Michigan Winter?](#)
How to Survive a Michigan Winter

+ ADD CONTENT

Poetry

- [Shakespeare](#)
He wrote Sonnets
- [Buy Books at B&N](#)
This will take you to the Barnes & Noble web site.
- [Robert Frost](#)
20th Century
- [Robert Browning](#)
- [Emily Dickenson](#)
She was a prolific poet
- [Walt Whitman](#)
Walt Whitman

+ ADD CONTENT

Reference Books

- [People With Arthritis Can Feel Better](#)
Don't feel like there's nothing you can do to reduce pain and activity limitations due to arthritis.
- [Buy book at Amazon.](#)
- [Michigan Cancer Consortium](#)
Michigan Cancer Consortium provides information on efforts to reduce cancer morbidity and mortality in Michigan

+ ADD CONTENT

Self-Help

- [Contact the Michigan Tax Tribunal](#)
- [Actors and Auditions Link](#)
Audition tips for aspiring actors.
- [SR to PDF file](#) [word](#)
- [Everybody's Normal Till You Get to Know Them](#)
By Steve Orberg

+ ADD CONTENT

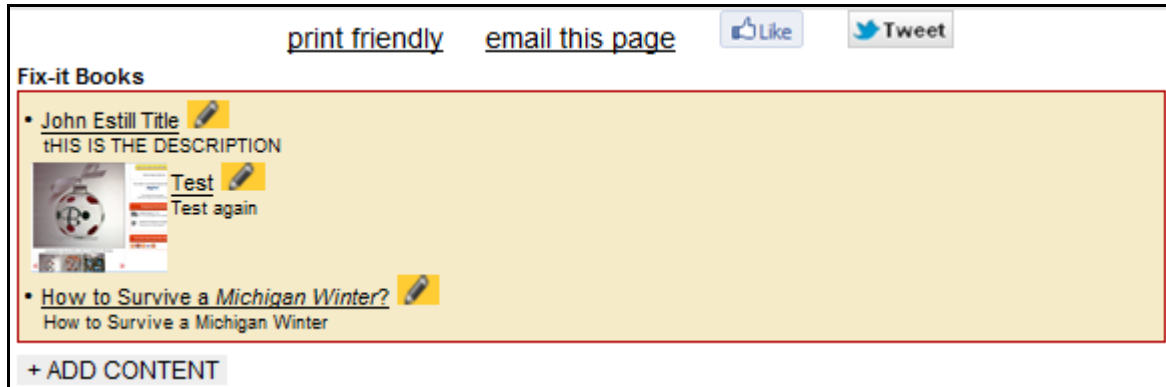
Biographies and Autobiographies

- [John Adams](#)
By David McCollough. Reviewed by Janet. This book is a wonderful story about the colonies becoming a self-governing entity, and provides a wonderful insight into the character and intellect of John Adams.
- [My Life So Far](#)
Jane Fonda
- [Still Me](#)
Christopher Reeve
- [Portrait of a Killer: Jack the Ripper – Case Closed](#)
Patricia Cornwell
- [Pope John Paul II: In My Own Words](#)
Pope John Paul II

+ ADD CONTENT

Content

Each bulleted/underlined/linked item in a box is a piece of content. Each piece of content is tied to at least one category – usually a **Content Category**. The main category – or **Home Category** that the content is tied to is called the **Primary Category** for the content.



4. Other Categories

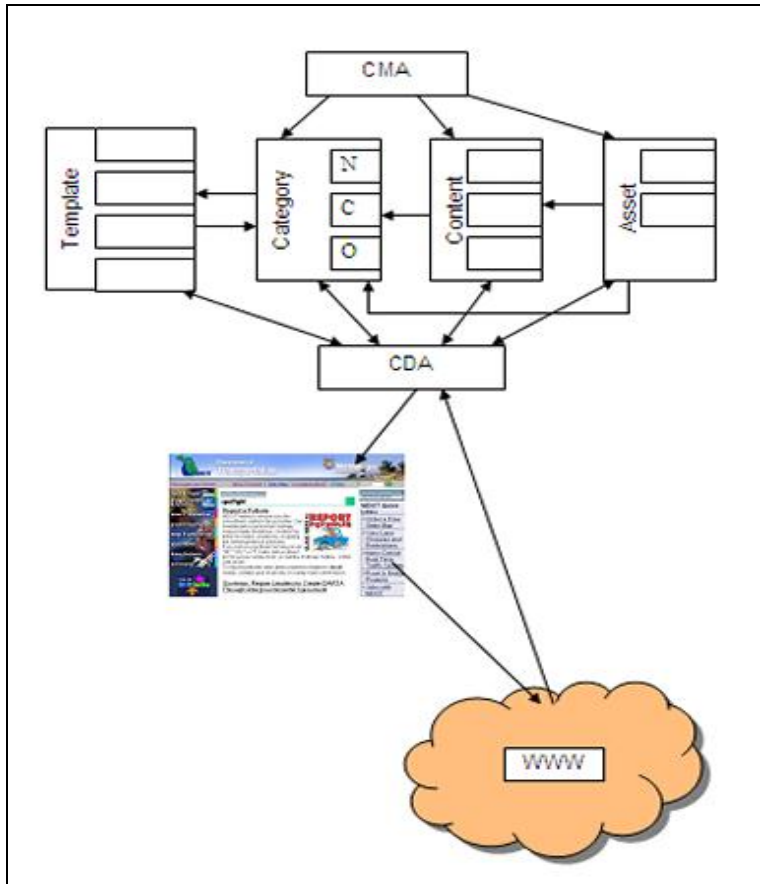
In addition to **Navigation** and **Content Categories**, there is one more type of **Category – Other**. That type of category is used specifically for **Assets** and special types of content that do not fall in the normal areas of the website, such as the **Quicklinks** area, the **Top Navigation Links**, **Bottom Navigation Links**, etc.

Category summary:

- **Site Category** – beginning of each site
- **Navigation** – only for left navigation
- **Content** – boxes on the page – most of your content will be entered into this kind of category
- **Other** – everything else – especially assets, quicklinks, top nav links, etc.

Putting It All Together To Make a Web Page

When a user on the web clicks on a link or types in a URL to see a web page, the request comes to Michigan.gov and goes to the **Content Display Application (CDA)**. The CDA then interprets the URL and determines which pieces it needs from the database, puts all of those pieces together to generate the desired web page and sends the web page to the user.



Page Layout Overview & Why It Matters

Every piece of content you enter will be displayed in a Page Layout of some sort. How things are displayed; how many items are displayed, what order they are in, whether a description and how much of a description is showing, if an image is present, etc. all are determined by the Page Layout and what the Site Administrator can do with the Page Layout.

Once you understand how the Page Layouts work, you will have an easier time getting them to work for you and getting the content to display the way you want it to display.

There are four groups of Page Layouts; Component, Categorized Call, Full Content and Specialized. Each group has a variety of different Page Layouts which all have something in common. Let's explore each group individually. The first two groups, Component and Categorized Call, look very similar in that they both have boxes on the page. The content is organized into groups and placed into boxes. There can be only one box on the page, or there can be a large number of boxes on the page. The boxes can all look the same or the boxes can all be different. The way the boxes are handled and placed on the page is what distinguishes a Component Page Layout from a Categorized Call.

1. Component

Features

- Different shape boxes, different look to each box, different order & number of items in each box, different image above each box
- Content entered into Component/Content category
- Content ordered the way Site Admin decides (alpha, priority, release date)
- Content limited to number of items Site Admin decides
- Changes to order, number of content items done by Site Admin

Limitations

Each page layout has a fixed number of boxes in a fixed layout.

Types/Examples

- Page Layouts With Single Wide Boxes

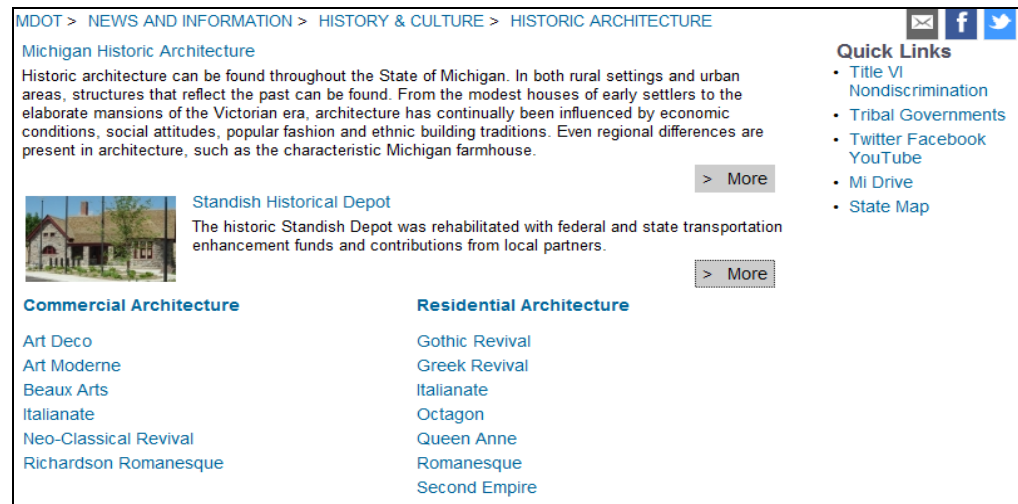
- MDCS -> Employee Benefits -> Benefit Newsletters/Bulletins (below)

The screenshot shows the MDCS Employee Benefits page. The left sidebar contains a navigation menu with items like Civil Service Commission, Career Services, Employment, Rules & Regulations, Inside Civil Service, Employee Benefits, Benefit Plan Information, Benefit Plan Administrators, Benefit Newsletters/Bulletins (highlighted), COBRA, Death Benefits, Defined Contribution Plan, Flexible Spending, Forms, Health & Wellness, HIPAA, and HMO Eligibility. The main content area is titled 'MICSC > EMPLOYEE BENEFITS > BENEFIT NEWSLETTERS/BULLETINS' and is divided into three columns. The first column, 'Active Employees Newsletter', lists various PPO newsletters from 2013 to 2014. The second column, 'Retirees Newsletter', lists PPO newsletters for retirees from 2011 to 2014. The third column, 'Active Employees GIS Bulletins', lists GIS bulletins from 2010 to 2013. The right sidebar, titled 'MCSC Quick Links', lists various links like MI HR Self-Service Gateway, Job Specifications/Pay, Compensation Plan, MCSC Phone Book, MCSC Rules and Regulations Updates, State of MI Workforce Reports, ADA Complaint Process & Form, MCSC Forms, Veterans Preference Information, State Officers Compensation Commission, Retiree Information, and Military Leave. At the bottom right, there are logos for 'HEALTHY MICHIGAN PLAN' and 'PURE MICHIGAN'.

- MDOC -> Prisoner ReEntry (shows double and single wide)

b. List w/More

MDOT -> News and Information ->History & Culture -> Historic Architecture



c. Triple Wide or Double Wide Boxes

- MGCB -> Regulation -> Laws, Rules and Regulation (below is triple wide)



2. **Categorized**

Features

- a. Content entered into Content category
- b. As many boxes as needed – new boxes are created when a new content sub-category is created
- c. Can have drop-down box at top to navigate to a particular box

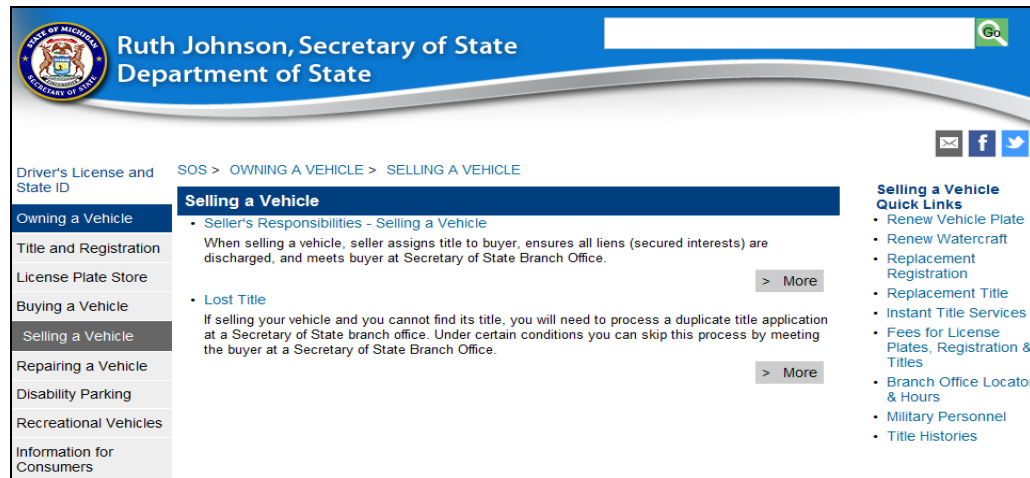
Limitations

- a. Only double-wide boxes
- b. All boxes look alike
- c. Template/page layout determines ordering method – Content ordered either alpha or release date (depends on template)
 - If ordered by release date, can set all release dates the same and use priority
 - Usually number of items in boxes is unlimited, but could be limited by Site Admin

Types/Examples

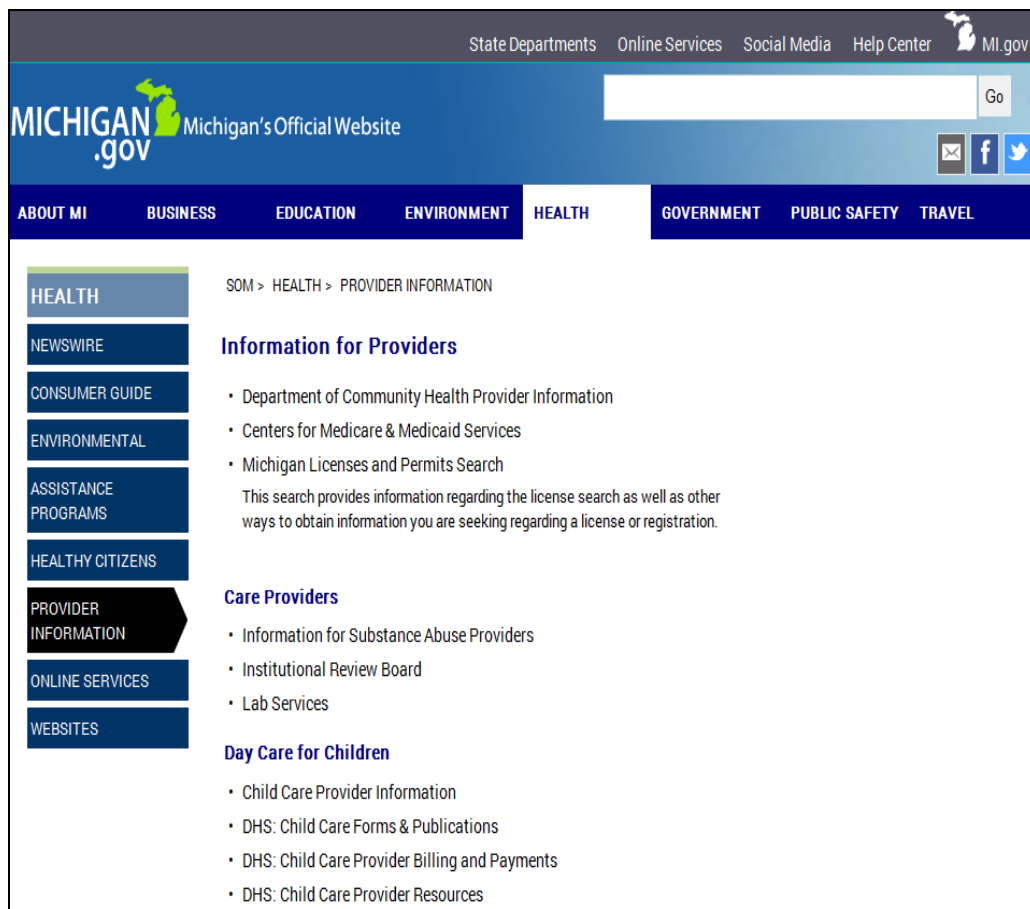
a. Standard Sort – Release Date

- SOS -> Owning a Vehicle -> Selling a Vehicle




b. Alpha Sort


- Michigan.gov -> Health -> Provider Information



c. Photo Gallery

- Treasury -> Inside Treasury -> Biographies (below)




[Treasury Home](#)
[Contact Treasury](#)
[Online Services](#)
[Forms](#)
[FAQ](#)

[MI.gov](#)




Michigan Department of Treasury

[Taxes](#)
[Unclaimed Property](#)
[Paying for College](#)
[Local Government](#)
[Bond \(Loan\) Finance & Investments](#)
[Reference Library](#)
[Inside Treasury](#)
[Biographies](#)
[Press Releases](#)
[Audit](#)
[Disclosure Unit](#)
[Freedom of Information Act \(FOIA\)](#)
[Gaming Control Board](#)
[Michigan Lottery](#)
[Public Meetings](#)

[TREASURY > INSIDE TREASURY > BIOGRAPHIES](#)

Kevin Clinton




[Kevin Clinton - State Treasurer](#)

R. Kevin Clinton was appointed as Michigan's 45th State Treasurer by Governor Rick Snyder in November of 2013. Mr. Clinton had been serving as Director of the Department of Insurance and Financial ...

[> MORE](#)

Tom Saxton




[Tom Saxton - Chief Deputy Treasurer](#)

Tom Saxton has been a Deputy Treasurer since 2006, he currently oversees the Bond Finance, Student Financial Services, and Local Government Services bureaus.

[> MORE](#)

Jon Braeutigam




[Jon Braeutigam - Deputy Treasurer](#)

Jon Braeutigam serves as a Deputy Treasurer and Chief Investment Officer for the Department of Treasury. Jon was appointed to the position on January 9, 2008 after serving as the acting Deputy Treasurer ...

[> MORE](#)

Glenn White




[Glenn White - Deputy Treasurer](#)

Glenn White was named Deputy Treasurer in March of 2011. Mr. White oversees the Tax Compliance, Tax Processing, and Tax Policy bureaus as well as the Office of Revenue and Tax Analysis.

[> MORE](#)


Search for Forms
Search by form number or key word for Treasury Forms.


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- [EFT Vendor Payments](#)
- [Garnishments](#)
- [Press Releases](#)
- [Revenue Administrative Bulletins](#)
- [Revenue, Economic & Budget Data](#)
- [Collections](#)
- [Offer-In-Compromise](#)

TREASURY SCORECARD

Michigan Land Bank
Fast Track Authority

 **MSHDA**
[Find Out More Here](#)

 **HEALTHY MICHIGAN PLAN**

 **OPEN MICHIGAN**

- DMVA -> Inside DMVA -> History -> Director & Leadership

3. Full Content – Title, Body only

Features

- Only one piece of content per left navigation
- Can assign link content to left navigation

Limitations

- Only one piece of content per left navigation
- Content must have manual cache clear when updated

Types/Examples

- Double Wide

- DTMB -> Services & Facilities -> Mail & Delivery Services

The screenshot shows the DTMB (Michigan Department of Technology, Management and Budget) website. The header includes navigation links: DTMB Home, About DTMB, Contact DTMB, and a search bar. The main content area is titled "Mail and Delivery Services" and includes a description of the services, a notice about US Postal Service changes effective January 5, 2013, and a list of mail services: Automated Mail Processing, Image Labeler and Sealing, and Mail Metering. The left sidebar contains a navigation menu with links to Regional Prosperity Initiative, DTMB Governance, Procurement & Contracts, Retirement Services, Services & Facilities, BOA Baseline Services, Design & Construction Information, Infrastructure Protection, Mail & Delivery Services, MiBid Internet Auction, and Parking. The right sidebar contains a "QUICKLINKS" section with links to Administrative Guide, Buy Michigan First, Office of Retirement Services, State Surplus Auction, MiBid Internet Auction, and US Postal Service.

- Triple Wide

- SOS -> Organ Donation -> Facts & Figures

The screenshot shows the SOS (Michigan Secretary of State) website. The header includes navigation links: SOS Home, Contact the Secretary of State, FAQs, and a search bar. The main content area is titled "Organ Donation Statistics" and includes a description of the statistics, a list of statistics: Number of Michigan residents waiting for, and a table showing the number of residents waiting for various organs. The left sidebar contains a navigation menu with links to Driver's License and State ID, Owning a Vehicle, New Michigan Resident, Elections in Michigan, Automotive-related Businesses, Other Business Services, Organ Donation, Facts and Figures, Myths, Laws, and Glossary. The right sidebar contains a "QUICKLINKS" section with links to Administrative Guide, Buy Michigan First, Office of Retirement Services, State Surplus Auction, MiBid Internet Auction, and US Postal Service.

Number of Michigan residents waiting for:	
Kidney	2,553
Liver	327
Lung	96
Heart	78
Kidney/Pancreas	44
Pancreas	13
Kidney/Liver	12
Intestine	5
TOTAL	3,135

4. **Specialized Templates** – These are unique templates with unique features.

Features

The Theme template has a double wide Component box at the top then fills in below with left navigation sub categories.

Limitations

Templates/Page layouts in this group have a narrow purpose and therefore have little room for adjustment and options.

Types/Examples

a. Theme

- MDCH -> Birth, Death, Marriage and Divorce Records

The screenshot displays the MDCH Michigan Department of Community Health website. The header includes navigation links for MDCH Home, Contact MDCH, Site Map, and MI.gov. A search bar is present with a 'Go' button. The main content area is titled 'MDCH Michigan Department of Community Health' and features a banner image of a diverse group of people. Below the banner, the page is categorized under 'Birth, Death, Marriage and Divorce Records'. A left sidebar contains a navigation menu with links such as 'Order A Record Online', 'Order A Record by Mail', 'Eligibility Requirements', 'Additional Information', 'Correct A Birth Record', 'Correct A Death Record', 'Heirloom Birth Certificates', 'Physical Health & Prevention', 'Pregnant Women, Children & Families', 'Behavioral Health & Developmental Disability', 'Health Care Coverage', 'Statistics and Reports', 'Providers', 'Inside Community Health', 'Public Safety & Environmental Health', 'Safe Delivery of Newborns', 'Flu Vaccine: For Everyone, Every Year', and 'Infant Safe Sleep'. The main content area provides detailed information about the State of Michigan Vital Records Office, including its location at 201 Townsend Street, Lansing, MI 48933, and its hours of operation (8:00 am - 5:00 pm Mon-Fri, except for State holidays). It also outlines the types of records available (births, deaths, marriages, divorces, affidavits of parentage) and the methods for obtaining records (online, by mail, or in person). A 'Quicklinks' section on the right highlights 'Infant mortality and other vital statistics'. At the bottom, there are several buttons and links for ordering records, including 'Order A Record Online', 'Order A Record by Mail', 'Eligibility Requirements', 'Additional Information', 'Correct A Birth Record', 'Correct A Death Record', 'Heirloom Birth Certificates', and 'Click here for: Information on eligibility requirements for receiving record copies'. A 'MORE' button is also visible.

b. Date Driven

- emichigan -> CMA Users -> Training -> Training Schedule

Navigation: Contact Home MI.gov

MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

Go

eMICHIGAN WEB DEVELOPMENT Design, Build & Manage the MI.gov Portal & State Web Sites

CMA Users EMICHIGAN > CMA USERS > TRAINING > TRAINING SCHEDULE

Training

Training Schedule

Workshops & User Group Meetings

Page Layouts

How To Tips

Quick Guides & Manuals

Standards

eMichigan Training Schedule

◀◀ 2014 DECEMBER ◀ JANUARY 2015 ▶ FEBRUARY ▶▶ 2016 MONTH YEAR

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5 Introduction to Website Analytics Using IBM Digital Analytics(CORE)	6	7	8	9	10
11	12 CMA Site Administration (SITE)	13	14	15	16	17
18	19	20 Introduction to Content Entry (CMA)	21 Intermediate Content Entry (CMA2R)	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

- DNR -> Press Releases, Maps & Publications-> Press Releases

c. Content Archive

- Year/Month – MDE -> State Board of Education -> Public Notices

The screenshot shows the Michigan Department of Education (MDE) website. The header includes navigation links: MDE Home, Top Topics, Contact MDE, and a Michigan.gov logo. A search bar is present. The main content area is titled "Public Notices" and shows a list of notices for January 2015. The left sidebar contains links to various MDE resources, and the right sidebar features "MDE Quick Links" and social media links.

Michigan Department of Education

MDE Home Top Topics Contact MDE MI.gov

State Board of Education

Superintendent Search

Agendas

Meeting Minutes

Policies & Statements

Press Releases

Resolutions

Public Notices

SBE Meeting Videos

Administrators

Career & College Ready

MDE > STATE BOARD OF EDUCATION > PUBLIC NOTICES

Public Notices

More archives for Public Notices:
[2015](#) | [2014](#) | [2013](#) | [2012](#) | [2011](#) | [2010](#) | [2009](#) | [2008](#) | [2007](#) | [2006](#) | [2005](#) | [2004](#) | [2003](#) | [2002](#)

2015 - January

January

02 Public Notice of January 7, 2015 State Board of Education Legislative Committee Meeting

02 Public Notice of January 13, 2015 State Board of Education Meeting

MDE Quick Links

- Contact MDE
- Michigan Online Resources for Educators
- Michigan eLibrary (MeL)
- ISD Financial Reports
- Directory of Schools
- Notices & Public Comments

Superintendent's Podcast

Find us on Facebook

MI Education Fast Facts

- Year/Quarter
- Alphabetically – miseniors->Topics of Interest

The screenshot shows the Michigan Seniors Home website. The header includes navigation links: Michigan.gov Home, MI Seniors Home, Site Map, FAQs, Contacts & Help, and a search bar. The main content area is titled "Topics of Interest" and lists various topics under the heading "A - B - C - D - E - G - H - L - M - N - O - R - S". The left sidebar contains links to various services, and the right sidebar features "Quick Links".

Michigan.gov Home MI Seniors Home Site Map FAQs Contacts & Help Search

Topics of Interest

Housing

Successful Aging In Place

Search for Services

Resource Library

Commissions

Inside OSA

Aging Well

Caregivers' Corner

Elder Rights

print email Like Tweet Share

Topics of Interest

A - B - C - D - E - G - H - L - M - N - O - R - S

A

- Ageism
- Aging
- Aging In Place
- Alzheimer's Disease
- Arthritis
- Assisted Living

B

- Baby Boom Generation
- Brain Health

C

- Cancer
- Centenarian...so you know someone who's going to be 100 years old!
- Community for a Lifetime Recognition Application
- Creativity!
- Culture Change in Long Term Care

D

- Diabetes
- Disabilities
- Diversity

E


- Elder Abuse
- Emergency Preparedness


Quick Links

- Centenarian Certificate
- Communities For A Lifetime
- MI Choice Waiver Program
- MI Legal Hotline
- MI Medicaid & Medicare Assistance Program
- Report Elder Abuse
- State Long Term Care Ombudsman
- OSA Press Releases
- Calendar
- Staff Directory PDF

d. FAQ

- Treasury -> FAQ

[Treasury Home](#) [Contact Treasury](#) [Online Services](#) [Forms](#) [FAQ](#)  [MI.gov](#)



Michigan Department of Treasury

Taxes

Unclaimed Property

Paying for College

Local Government

Bond (Loan) Finance & Investments

Reference Library

Inside Treasury

Land Bank Fast Track

TREASURY

Frequently Asked Questions

[Unclaimed Property](#)

[Taxes](#)

[Payroll Direct Deposit](#)

[Michigan Education Trust](#)

Unclaimed Property

List of Topics:

Please Choose

General

What is unclaimed property?


Why does Michigan have an unclaimed property law?




Who administers the law?

Does the State of Michigan ever take ownership of unclaimed property?

Search for Forms

Search by form number or key word for Treasury Forms.

[Sign up for email from Treasury!](#) 

FAQ Categories

- Unclaimed Property
- Taxes
- Payroll Direct Deposit
- Michigan Education Trust

Create HTML Content

Determine Where Your Content Will Go

In the second browser window opened at the beginning of class, look at the training web site:

<http://w3.Michigan.gov/training>

Determine in which category you would like to add your piece of content. Make sure you select a content category, a box on a page. In the example below, if you select Fixit Books, the category you will use will be:

TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT

The screenshot shows the Michigan Training Website interface. At the top, there's a header with the Michigan state logo and the text 'Training Website Department of Information Technology' and 'MICHIGAN.GOV Michigan's Official Website'. Below the header, there's a navigation bar with links like 'Training Home', 'Site Map', 'Contact Training', and 'Training FAQ'. A search bar is on the right. The main content area is divided into sections. On the left, there's a sidebar with 'Our Favorites' and a list of categories including 'Completed Classes', 'Games', 'Music', 'Movies', 'Bike Rides', 'Books', 'Romance Stories', 'Travel', 'Mystery Novels', 'Adventure', 'Non-Fiction Books', 'Sports', 'Fiction', 'Audio Books', 'Available at CADL', 'Books by Karen Kingsbury', 'Television Shows', 'Coffees', 'Foods', 'Museums', 'Places', 'Sports', 'Web sites', and 'Shops'. The 'Books' category is highlighted. In the main content area, the 'Fix-it Books' category is selected, showing a list of books: 'John Estill Title', 'How to Survive a Michigan Winter?', 'Shakespeare', 'Buy Books at B&N', 'Robert Frost', 'Robert Browning', 'Emily Dickenson', and 'Walt Whitman'. Each book entry has a small icon and a description. There are also links for 'print friendly', 'email this page', 'Like', and 'Tweet'. On the right side, there's a 'Training Quick Links' section with various links like 'American Flag Order Form', 'MSI Order Status Inquiry', 'OFM Training Schedule', 'Holiday Shopping', 'ESPN New', and 'AMC Theatres'. There are also 'CATEGORY' buttons and '+ ADD CONTENT' links.

Create Content

- Return to the browser window with the CMA
- Mouse over **CONTENT**, click **ADD CONTENT**

ASSETS	
CONTENT	LIST/SEARCH CONTENT
CATEGORIES	ADD CONTENT

Category Group

This is a pre-selection of the Primary Category. You will select the site-button combo that applies.

- Select **TRAINING-FAVORITES**

Category Group (Pre-Select)

Select a category from the list below. Only categories that are *below* the selected category will be available for selection on the next input screen.

TRAINING-ESTILL_201403

TRAINING-EXAMPLES

TRAINING-FAVORITES

TRAINING-HAMP_2013

TRAINING-HOLIDAYS

TRAINING-LABUTE_2013

TRAINING-LEFT_LINKS

TRAINING-MAINT_PERM

TRAINING-MATT_2013

TRAINING-NEWS

Continue

It is important that the content be placed in the appropriate Primary Category (See page 23).

- Click **Continue**

The CMA will open the following screen for new content entry:

Add New Content Item

ADD

BASIC CONTENT INFORMATION

* denotes required fields

* Primary Category:

SELECT ONE

?

HTML (HTML 1.0/2.0)

LINK (LINK (URL))

SSL (HTML-SSL)

FORM (HTML-FORM)

* Content Type:

* Content Title:

Character Count

?

Title Asset:

?

* Priority:

100

?

Full Display (triplewide)

☐

?

* Release Date: MM/DD/YYYY

03/25/2014

?

* Release Hour:

01

:

00

AM

?

(Eastern Time)

Expiration Date: MM/DD/YYYY

?

EVENT DATE INFORMATION +

AGENCY INFORMATION +

DESCRIPTION AND BODY -

Description (Limited to 4000 characters):

Character Count

Edit (WYSIWYG)

Body:

PREVIEW BODY

Edit (WYSIWYG)

* Keywords: (META tag)

?

LINK FIELDS +

ADD

Primary Category (required field)

The Primary Category is where the content will live on a permanent basis. While there may be more than one location that the content will appear, it will have a main home. It is important to select the Primary Category carefully.

- Select **TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT** from the drop-down menu

Add New Content Item

BASIC CONTENT INFORMATION * denotes required fields

* **Primary Category:** TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT

* **Content Type:** HTML (HTML 1.0/2.0)
LINK (LINK (URL))
SSL (HTML-SSL)
FORM (HTML-FORM)

* **Content Title:**
Character Count

Title Asset:

* **Priority:** 100

If an item is to be featured in a Spotlight, Featured Item, or What's New, it should have a different PRIMARY category. After it is no longer featured, it will need a home so it can continue to be displayed. Use the drop-down box when selecting the proper Primary Category. The content can be associated to other categories later.

Content Type (required field)

This class will focus on two of the content types: HTML and Link. Other content types are discussed in the Intermediate class.

HTML is the most common Content Type used. This is used when you want to display information in an HTML formatted fashion within the Michigan.gov portal. Links can be added to the content, as well as images and links to PDF files and other documents.

- Select **Content Type** from the scroll-down menu (for class use default)

* **Content Type:** HTML (HTML 1.0/2.0)
LINK (LINK (URL))
SSL (HTML-SSL)
FORM (HTML-FORM)

Link (URL) is also a common Content Type. It is used when you are creating a direct link to another web page or an asset. Examples of when it is used would be for Quick Links to pages within Michigan.gov or a list of "related web sites" which has a list of links to external sites.

Content Title (required field)

The **Title** of the content is what will appear as the text of the link within the component/box. Make the **Title** descriptive but appropriate in length to the component where it will display.

- Enter (Your Name) **Faucets – Repair or Replace?**

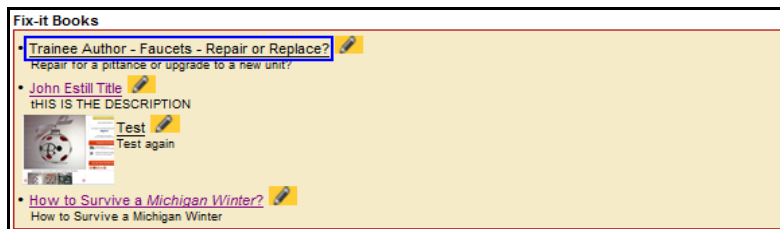
* Content Title: Title:(45 of 255 chars max)	Trainee Author - Faucets - Repair or Replace?
--	---

There is a 255-character limit in the **Title** field. The number of characters is recorded for you.

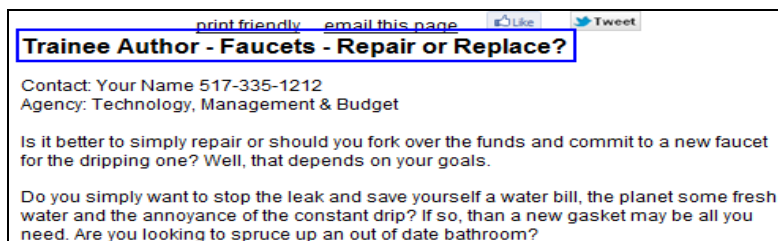
The **Title** is sometimes used to determine the order in which items appear within a component/box (on a page) by alphabetizing the items. Some categories/components use an alpha list; others use release date or priority. The same content can be ordered using different methods in different components. The site administrators are able to specify how things are ordered within a component, depending on the page layout.

The **Title** is used by search engines when comparing search parameters during a search. The **Title** will be displayed in three places:

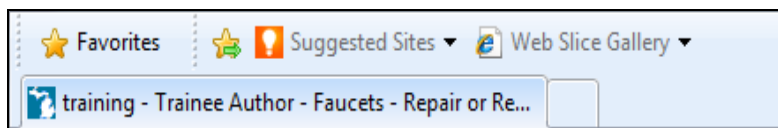
1. Text of the link within the Content Category



2. The full content page



3. Tab title of the browser window



Title Asset (not required field)

The Title Asset field is used to contain an Asset ID. An Asset is an image. It is a way to use an image as the title.

Title Asset:	<input type="text"/>	<input style="background-color: yellow;" type="button" value="?"/>
--------------	----------------------	--

Priority (required field)

This field determines the order in which content will appear when priority is specified as the determining factor in ordering content.

* Priority:	<input type="text" value="100"/>	<input style="background-color: yellow;" type="button" value="?"/>
-------------	----------------------------------	--

Some categories use priority; others use an alpha list or release date. The same content can be ordered using different methods in different components/boxes. It sometimes helps to leave room between numbers; that is, number by tens or 100s (Ex. 10, 20, 30 or 100, 200, 300) so that you can easily add content between items at a later date. The limits of this field are 1 – 9999.

Full Display (triplewide) (not required field)

If you want the page to display as triple wide, that is, without the right navigation, check the box next to the Full Display field.

Full Display (triplewide)	<input type="checkbox"/>	<input style="background-color: yellow;" type="button" value="?"/>
---------------------------	--------------------------	--

Release Date/Hour (required fields)

The date can be entered or selected for when you want the piece of content to be displayed on the web. Content will appear after the cache clear following the release hour, if fully approved. Prior to that date it will be in the database, but will not be available to the public.


- Enter or select **Release Date** from the calendar (for class use default)

* Release Date: MM/DD/YYYY	<input type="text" value="03/25/2014"/>	<input style="background-color: yellow;" type="button" value="?"/>
* Release Hour:	<input type="text" value="01"/> :00 AM <input style="background-color: yellow;" type="button" value="?"/>	(Eastern Time)

The **Release Date/Hour** is sometimes used to determine the order in which items appear within a Content Category. Some categories use release date; others use priority or alpha list. The same content can be ordered using different methods in different categories.

Expiration Date (not required field)

This is used when an item is no longer appropriate to display on the web. This is the date you want the item removed from display on the web. Click in the field and a calendar will pop up.




Expiration Date: MM/DD/YYYY	<input type="text"/>	
-----------------------------	----------------------	---

Event Date Information, Agency Information, and Description & Body

Expand / Collapse Fields

The Event Date Information +, Agency Information +, and Description & Body – are clickable fields that expand and collapse areas of the Content screen. This helps save screen real estate. Click on the words or the plus sign to see the fields.

EVENT DATE INFORMATION +	
AGENCY INFORMATION +	
DESCRIPTION AND BODY –	

EVENT DATE INFORMATION –		
Event Start Date: MM/DD/YYYY	<input type="text"/>	12:00AM 
Event End Date: MM/DD/YYYY	<input type="text"/>	12:00AM 
Event Location:	<input type="text"/> 	
Location Map:	<input type="checkbox"/>	

Event Date Information

Event Start Date (not required field)

This can be used in any page layout, but is typically in the Calendar of Events page layout. This is the first day of the event. The Time field defaults to 12:00AM.

Event Start Date: MM/DD/YYYY	<input type="text"/>	12:00AM 
------------------------------	----------------------	---

Event End Date (not required field)

This can be used in any page layout, but is typically in the Calendar of Events page layout. This is the last day of the event. If this is a one-day event, enter the same date in both fields. The Time field defaults to 12:00AM. Event End Date must be populated if Event Start Date is entered.

Event End Date: MM/DD/YYYY	<input type="text"/>	12:00AM 
----------------------------	----------------------	---


Note: If the Time fields are *both* left on the default of 12:00AM, then the server considers the event an “All Day Event” and will render the content as such.

Event Location and Location Map (not required field)

This is for any content. Type in text for the Event Location field and it will show on the Content Page with these special characteristics:

- 1) Type in a specific street address and it will show a hyperlink to a Bing map
Example: 111 S. Capitol Ave., Lansing, MI 48933 (no comma between state & zip)
- 2) Type in HTML code (hyperlink) and it will show that hyperlink
- 3) Type in text and it will be that text. The server won't do anything special.

The Location Map check box is used in conjunction with item 1). If you type a specific street address, it will create a Bing map in the content.

Event Location:	<input type="text"/>	
Location Map:	<input type="checkbox"/>	

Agency Information

Agency Owner (not required field)

The agency owner for this content can be selected from a drop down list.

Agency Owner:	<input type="text" value="NONE"/>	
----------------------	-----------------------------------	---

Contact Name (not required field)

The Contact Name is primarily used with the press release template. Anything you enter in this field will be displayed below the title and above the body field on the full content page, regardless of the page/template type.

- Enter the **Contact Name**

Contact Name:	<input type="text"/>	
----------------------	----------------------	---

Contact Phone (not required field)

The Contact Phone is primarily used with the press release template. Anything you enter in this field will be displayed below the title and above the body field on the full content page, regardless of the page/template type.

- Enter the **Contact Phone** number in the following format:

Contact Phone:	<input type="text" value="517-555-1212"/>	
-----------------------	---	---

Contact Agency (not required field)

The Contact Agency is primarily used with the press release template. Anything you enter in this field will be displayed below the title and above the body field on the full content page, regardless of the page/template type.

- Select your **Contact Agency** from the drop-down menu

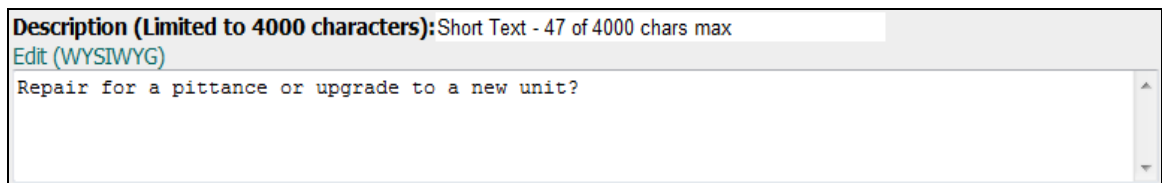
A screenshot of the 'Contact Agency' field. It consists of a label 'Contact Agency:' followed by a dropdown menu currently showing 'NONE'. To the right of the dropdown is a small yellow square button with a question mark icon.

Description & Body

Description (Short Text) (not required field)

Description is used with any Content Type and by search engines. This field can be used for either HTML content or when the Content Type is a Link.

- Enter a brief **Description**

A screenshot of the 'Description' field. At the top, it says 'Description (Limited to 4000 characters): Short Text - 47 of 4000 chars max'. Below this is a link 'Edit (WYSIWYG)'. The main area is a text editor containing the text 'Repair for a pittance or upgrade to a new unit?'. There are scrollbars on the right side.

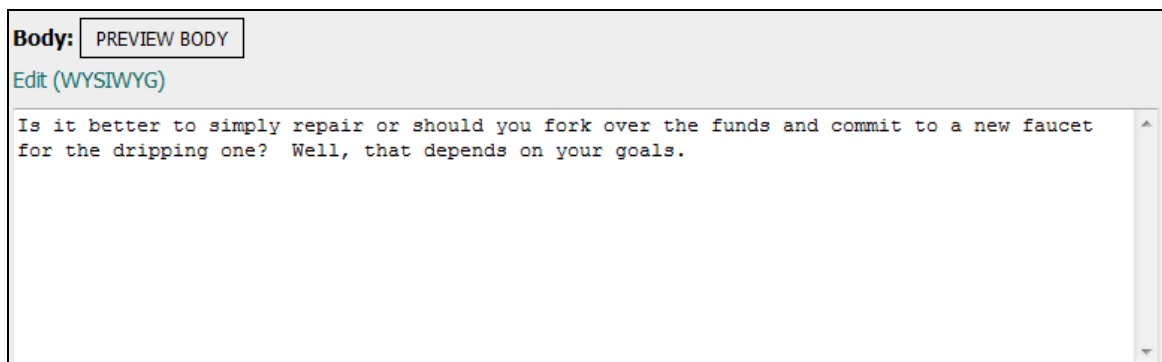
This is especially useful when the link is to a PDF file. It allows you to explain something about the file and also to tell the user that it is a PDF file. It's the short text that is displayed below the title on the component that links to the whole piece of content. The Description will not be displayed on the full content page.

There is a limit of 4000 characters in this field. This includes any HTML code you may include in the field.

Body

Body is only used when the Content Type is HTML, Mixed, ASCII, SSL or Form. You will be using HTML most of the time. This field will appear on the full content page below the title.

- Enter the following two sentence paragraph

A screenshot of the 'Body' field. At the top, it says 'Body:' followed by a button labeled 'PREVIEW BODY'. Below this is a link 'Edit (WYSIWYG)'. The main area is a text editor containing the text 'Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.'. There are scrollbars on the right side.

The Body recognizes HTML code and needs to have this code in order to display text in a formatted fashion. If no HTML code is entered in this field, the CMA will assume that everything is ONE paragraph. WYSIWYG can be used to automatically generate HTML code. (See page 56) HTML code can also be pasted from another source. When pasting HTML code, there is no limit on the number of characters if you are using Internet Explorer. If you are using Netscape, there is a limit of 64k.

Keywords (required field)

The Keywords field is used by search engines and becomes part of the META data.

- Enter **Keywords** (five or more)

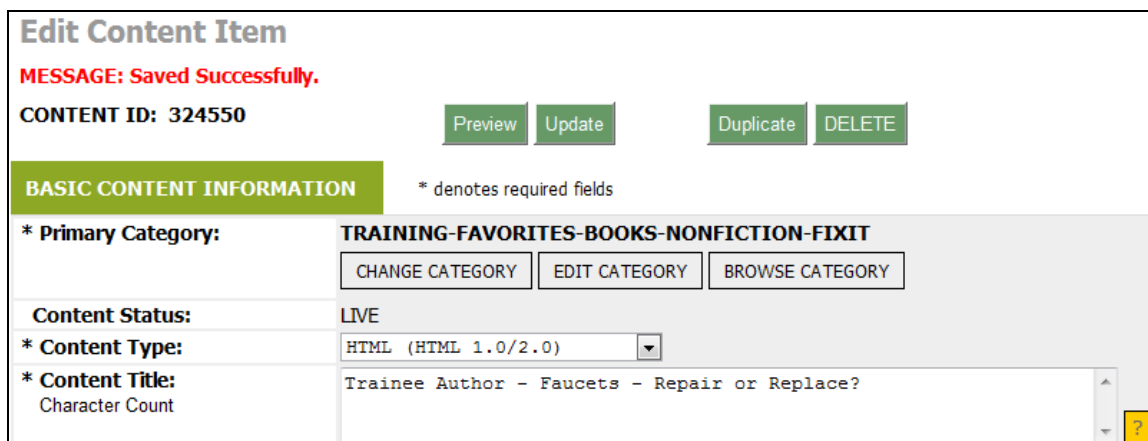


A screenshot of a form field labeled "* Keywords: (META tag)". The text "faucet, dripping, repair, funds, new" is entered into the field. To the right of the text is a small yellow square icon with a question mark.

All content, except links require keywords, before the content will submit. There is a limit of 255 characters in this field. Words and phrases are separated by commas. Using keywords will help site visitors find your content easier. **Note:** Do not just copy the Title, it is already indexed and therefore used for searching.

- Click the **ADD** button

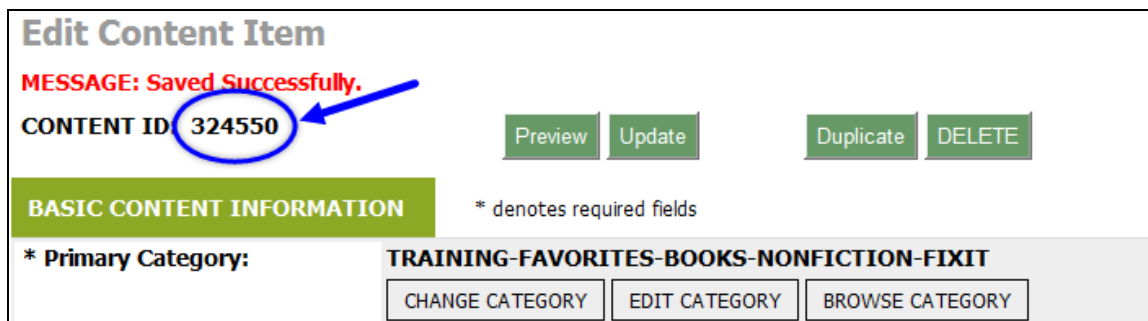
The screen will refresh and you will be in **Edit Content** mode.



A screenshot of the "Edit Content Item" form. At the top, it says "MESSAGE: Saved Successfully." Below that, "CONTENT ID: 324550" is displayed. To the right of the ID are four buttons: "Preview", "Update", "Duplicate", and "DELETE". Below this is a green header "BASIC CONTENT INFORMATION" with a note "* denotes required fields". The form contains several fields: "* Primary Category:" with the value "TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT" and three buttons "CHANGE CATEGORY", "EDIT CATEGORY", and "BROWSE CATEGORY"; "Content Status:" with the value "LIVE"; "* Content Type:" with a dropdown menu showing "HTML (HTML 1.0/2.0)"; and "* Content Title:" with the value "Trainee Author - Faucets - Repair or Replace?". A small yellow square icon with a question mark is at the bottom right of the form.

Make the Content ID available for use later in class.

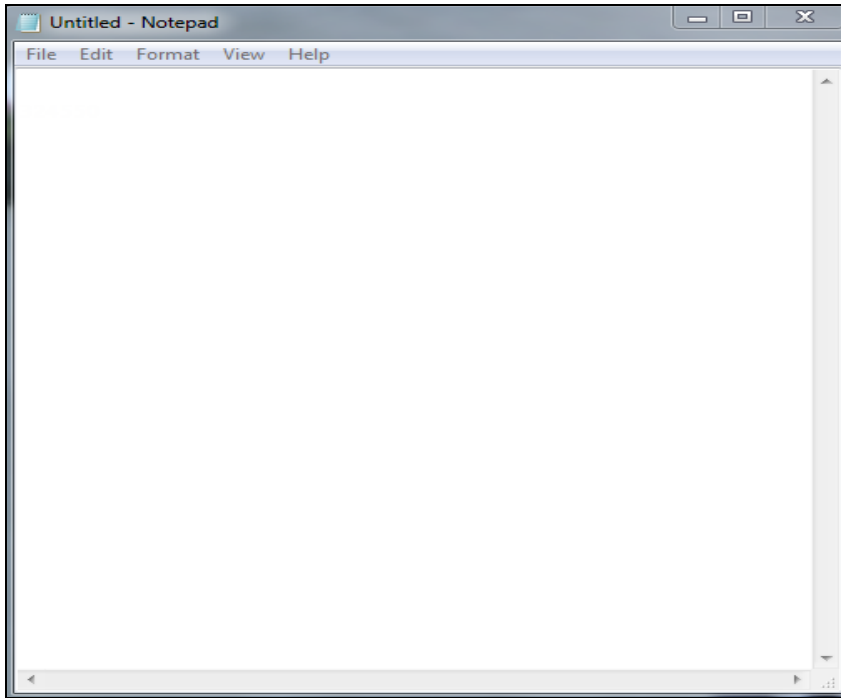
- Copy the Content ID



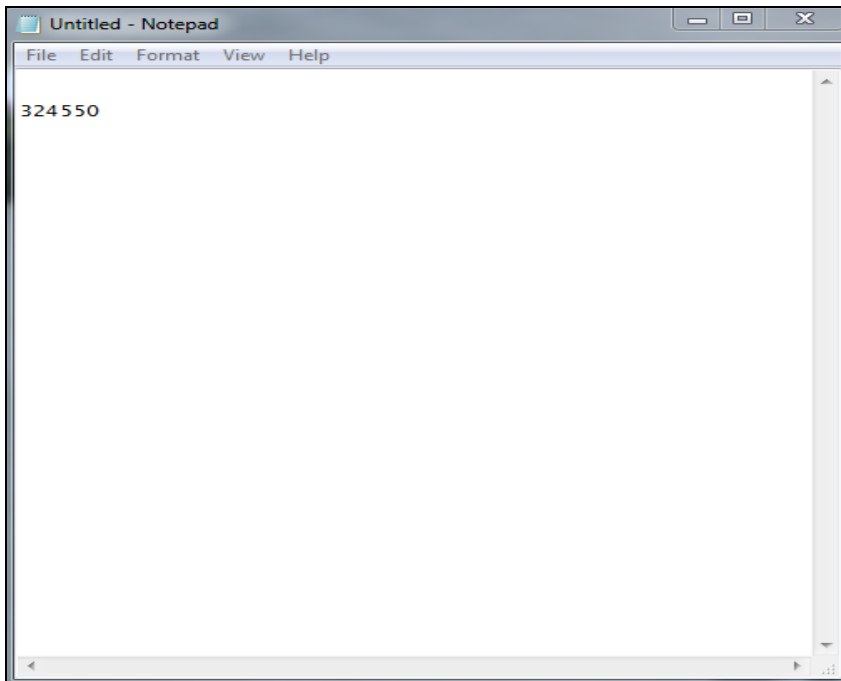
A screenshot of the "Edit Content Item" form, similar to the one above. In this version, the "CONTENT ID: 324550" is circled in blue, and a blue arrow points to it from the right. The rest of the form is identical to the previous screenshot.

Open the **Notepad** (or text editor of your choice).

- **Start > Notepad**



- Paste the Content ID into the Notepad



Keep the Notepad open during class, there is no need to maintain a permanent list of all your content.

- Switch to the **Training Site** in **W3/Production Preview** and view your content

All About Links

Relative vs. Absolute

When creating a link or link content you will have to enter the address of where you want that link to go. The address is called the URL. There are two different ways that you can enter the URL. You can either enter the entire address – that is the Absolute URL – or you can enter a shortened version when the URL includes the same name as the page it is currently on – that is a Relative URL.

Absolute URL – *http://www.yahoo.com*

- a) Some place other than Michigan.gov
- b) Always starts with http://
- c) Follows with the name of the server
- d) Tells browser to go to web and find the machine
- e) Similar to dialing 9 (http://) plus all 7 digits of phone number (name of server)

Relative URL – */training/0,1607,7-166-18458---,00.html*

- a) Some place on Michigan.gov (including Assets)
- b) Always starts with /
- c) Does not include http:// or name of server
- d) Tells browser to stay on the same machine and find page
- e) Similar to dialing only last 5 digits of phone number

Internal vs. External

Internal Browser Window

- a) Same browser window
- b) Will need to click Back arrow to go back to originating page

External Browser Window

- a) New browser window
- b) When browser window is closed, originating page is still there
- c) Cannot use Back arrow to go back

When to Use Each

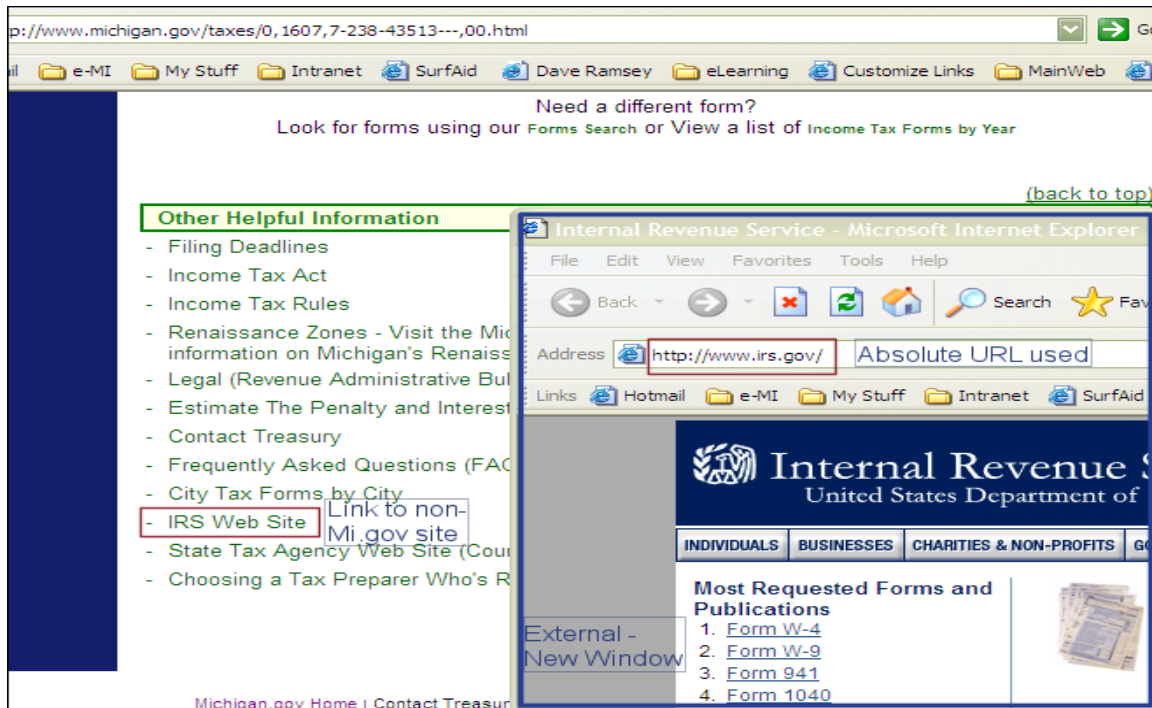
Absolute links will always be **External**

Relative links can be **Internal** or **External**

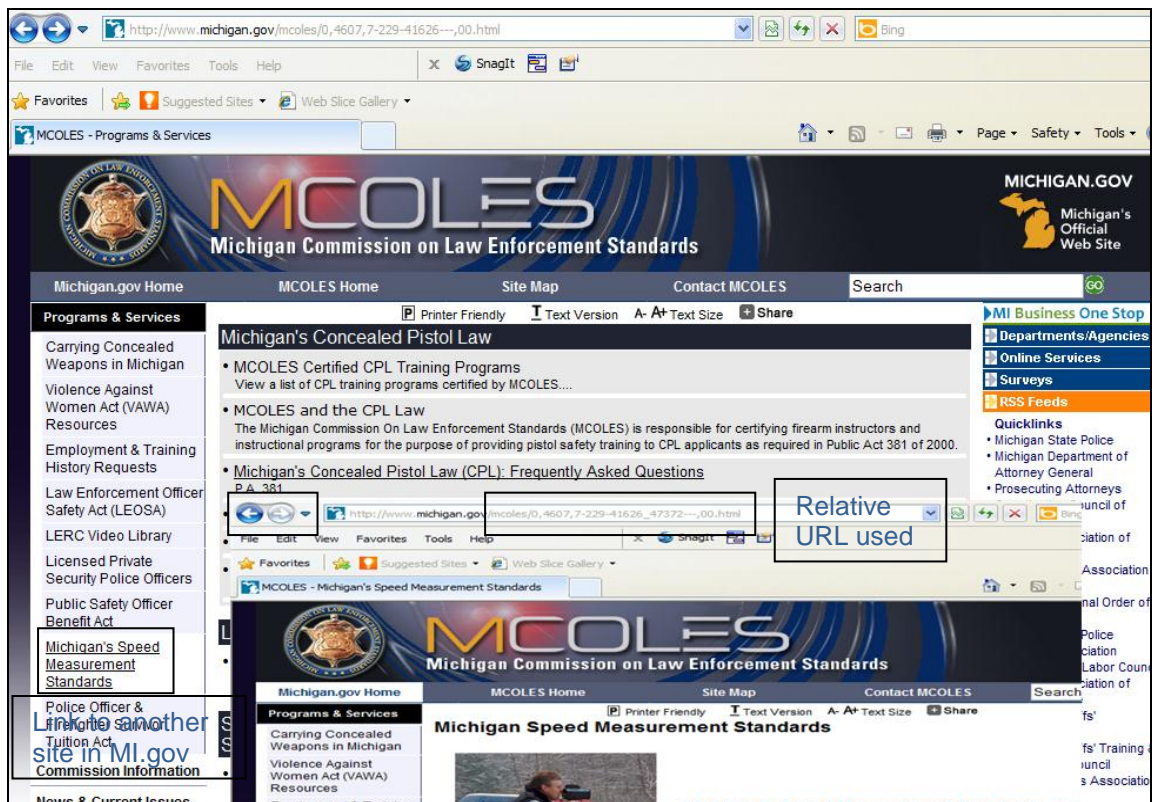
- a) Links going to another page on your own site are Internal
- b) If you want to retain your site in the background, as when going to another State of Michigan site, then relative links will be External
- c) Links to PDF files are External

Examples:

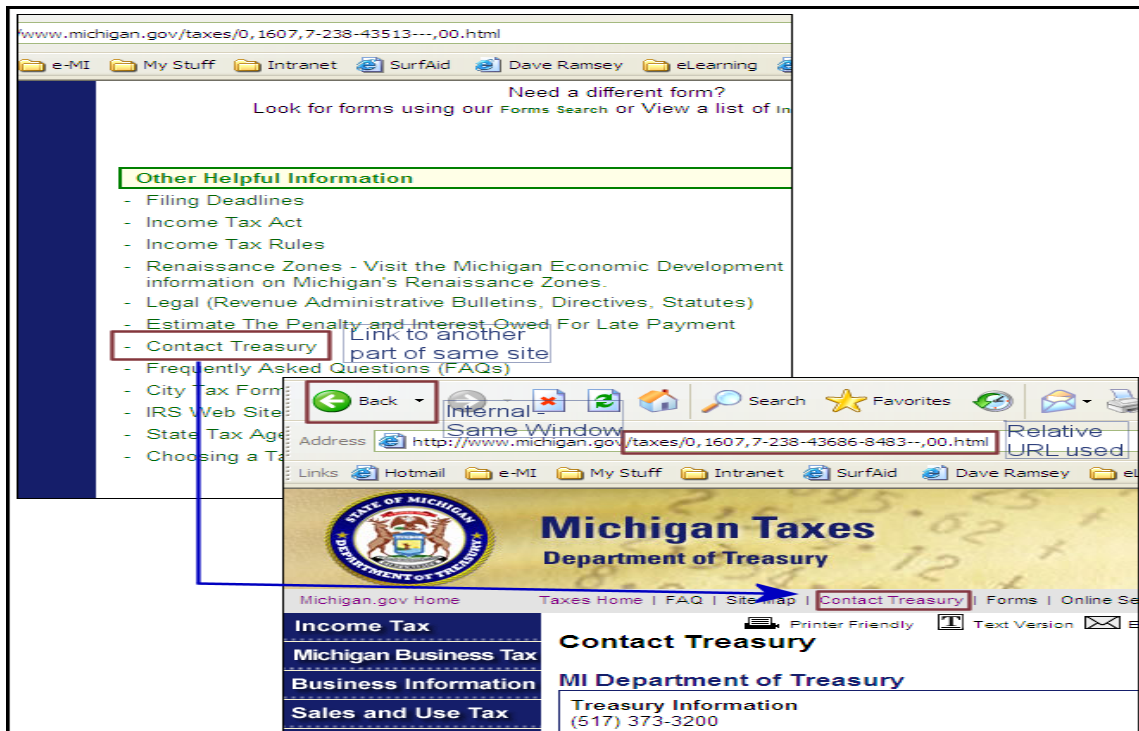
Link to Federal Government site is **Absolute** (not Michigan.gov) and **External**.



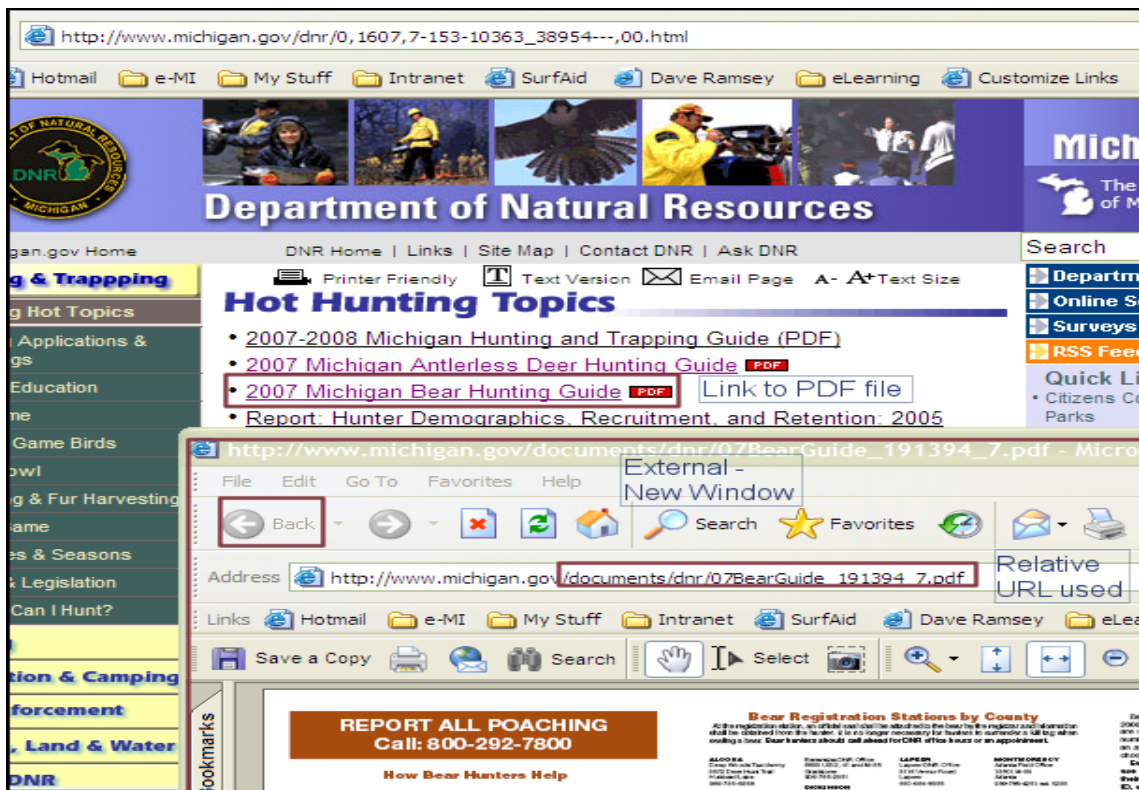
Link to another Michigan department is **Relative** and is usually **Internal**.



Link to your own Contact Us page is **Relative** and **Internal**.



Link to a PDF file is **Relative** and is **External**.



Create Link Content (External Link)

Link content is used when you need to add a link to a **PDF** file, another web site, another menu page within your web site or another Michigan.gov site. This is done only when you want to link directly to the other location without including any text in an **HTML** page.

In this section we will be creating links to another web site. Links to PDF files and internal web pages will be covered later. (See page 51)

Decide Where the Link is Going

You will generally have a website in mind where you want the link to go. Some of the websites that Michigan.gov links to that are outside of its own website are depicted below.

Because the link is going to a site outside Michigan.gov, we will have to use an **Absolute URL**. You can use one from the picture below or one of your own choosing.



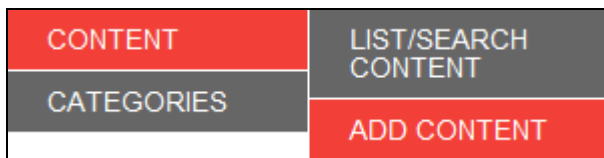
Decide Where Content Is Going To Live

As with **HTML Content**, the first thing we need to do is establish the **Content Category** for our content. In this class we will use the same **Content Category** used for the previous piece of content.

Create a Link Piece of Content

Determine the URL of the page you want to link to. Copy it or have it ready to paste or type when the time comes.

- Go to the **CMA**
- Mouse over **CONTENT** and click **ADD CONTENT** from the CMA left navigation



Enter the information for all the fields as taught earlier until you reach **Content Type**.

- Select **Category Group**: **TRAINING-FAVORITES**
- Select **Primary Category**: **TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT**
- For **Content Type** select: **LINK (LINK (URL))**

* Content Type:	<input type="text" value="LINK (LINK (URL))"/>	▼
-----------------	--	---

- Enter **Content Title**: (Your Name) Link To
- Enter **Priority**: Use default
- Enter or select **Release Date**: Use default date
- Enter or select **Expiration Date**: Tomorrow
- Enter the **Description** (if desired)

Note: Skip the **Body** & **Keywords** fields.

- Under the **Link Fields** select **Link Type**: **External (New Window)**

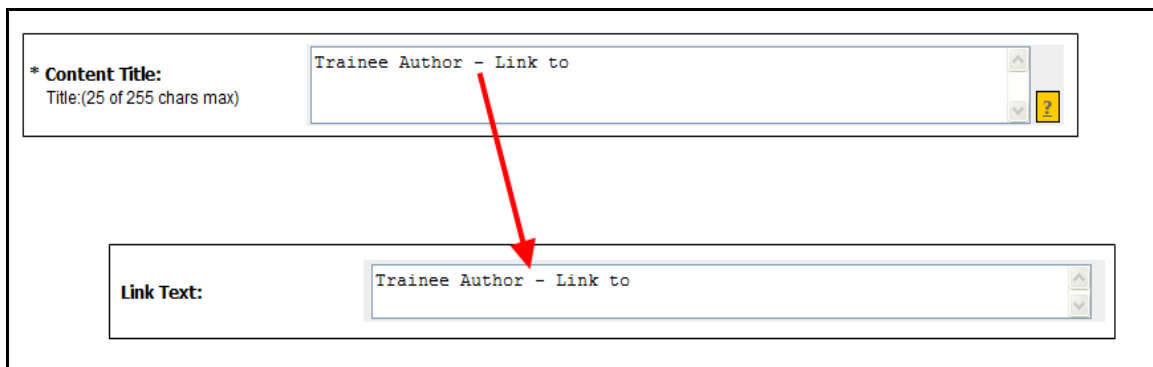
Link Type:	<input type="radio"/> Internal <input checked="" type="radio"/> External (New Window)
------------	---

- Paste or type the **Link (URL)**

Link (URL):	<input type="text" value="http://www.ikeepsafe.org"/>
Content <input type="radio"/> Asset <input type="radio"/> ?	

➤ Enter the **Link Text**

Always make the **Link Text** field the same as the **Content Title** field. If the **Link Text** field is empty, when you click in it, the CMA will auto-copy the **Content Title** field to the **Link Text** field.



The screenshot shows a form with two text input fields. The top field is labeled '* Content Title:' with a sub-label 'Title:(25 of 255 chars max)'. It contains the text 'Trainee Author - Link to'. The bottom field is labeled 'Link Text:' and also contains the text 'Trainee Author - Link to'. A red arrow points from the text in the 'Content Title' field to the text in the 'Link Text' field, illustrating that the link text should match the content title.

This is the text that will be displayed for the link. This is displayed *instead* of what it says in the **Content Title** field. If nothing is entered, there will be a space for the link but no text will be displayed.

It is important that this field be the same as the **Content Title** field. When searching for this content item later, you will need to search by text, which searches the **Content Title** field. If the **Link Text** is the same as the **Content Title** field, you will know what the title is.

➤ Click **ADD**

The screen will refresh and you will be on the Edit Content Item screen.

➤ Switch to the **Training Site** in **W3 Preview** and try your link

Assets

Assets are file types other than HTML. They are stored in a database separate from content. Content must be created to make these files visible on the web. There are two basic types of assets that we will be working with.

Types of Assets

Image Assets:

Pictures that appear on your pages. These can be either .gif or .jpg.

Document Assets:

Files such as **PDF** files, **Word** documents, **Excel** spreadsheets, **PowerPoint** slideshows, etc.

It is strongly recommended that all documents on the internet be converted to **PDF** for the following reasons:

- a) All internet users have access to **Acrobat Reader**. Not everyone has access to **Word**, **Excel** or **PowerPoint** even though free readers are available from Microsoft.
- b) Converting documents to **PDF** makes the file size smaller and thus will download more quickly
- c) Converting to **PDF** will secure the documents and prevent users from making unwanted changes to the documents

Other types of Assets:

There are other types of assets, such as MP3 audio files that can also be added. They are treated in the same fashion, but will not be covered in this class.

Note: Assets are uploaded to the **CMA** as files. The original filenames are retained when they are loaded into the database. Please make sure you comply with the following when naming the files prior to loading them into the **CMA**:

- Each department has their own standards or naming conventions. Check with your site administrator to determine what you should be using for your assets.
- ALL filenames should be letters and numbers **ONLY**. Do not use special characters except an **UNDERSCORE** or a **DASH**. Remove any spaces.

Add Assets to the Database

All asset types are added in the same way.

Documents (PDF, DOC, XLS, etc.)

In this class we will be using a PDF file.

- In the CMA, on the left navigation, mouse over **ASSETS** and click **ADD ASSET**

ASSETS	LIST/SEARCH ASSETS
CONTENT	ADD ASSET
CATEGORIES	MANAGE ASSETS
	IMAGE PREVIEWER

- From the **Category Pre-Select** screen, select **Training** and click **Continue**

Category Pre-Select

FOR ASSET SECURITY: Please select a SITE (or select NONE for no security) from the list below. Only asset categories that are *below* the selected category will be available for selection on the next input screen.

<--- NONE -->
EMICHIGAN
TRAINING

Continue

Note: This screen will only appear if you have access to more than one site. If you only have access to one site, you will be taken immediately to the following screen:

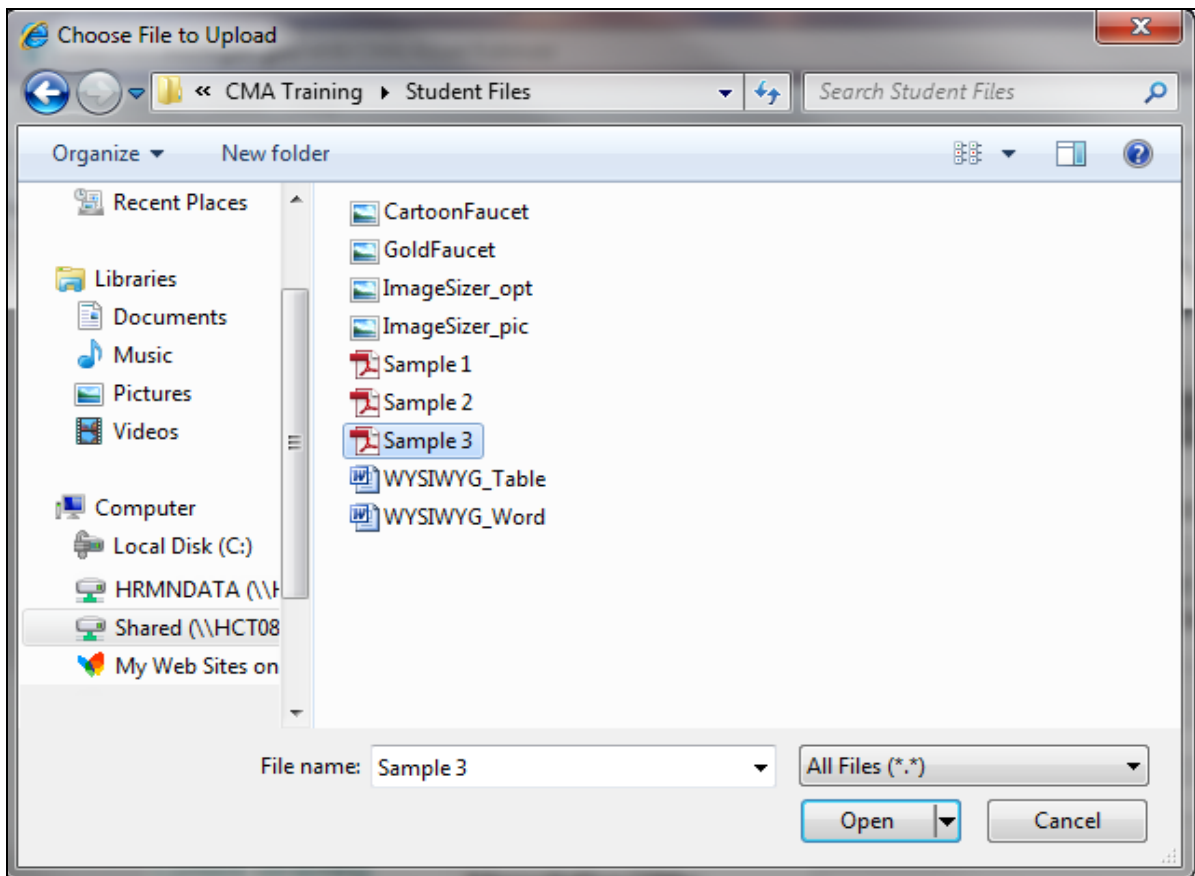
Following is the **Add New Asset** entry screen:

Add New Asset	Complete this form and click ADD to upload and register the asset. Add
Whoa! Is your asset too big? IMAGE SIZER TOOL	Assets exceeding 10 MB will NOT be accepted. Images exceeding 1 MB and exceeding 1000 pixels in width or height should be resized before uploading .
*Asset FileName:	<input type="text"/> Browse...
*Asset Permission:	<----- SELECT ONE -----> Asset Collection: Training Assets
*Asset Type:	SELECT ONE ▼
*Asset Description:	<input type="text"/>
*Alternate Tag: (Image Only)	<input type="text"/>
CMA Keywords:	<input type="text"/>
File Statistics	File Size in Bytes:
Complete this form and click ADD to upload and register the asset. Add	
Asset Preview	NOTE: Assets that exceed 5MB will require significant CMA upload time and high download time for users of your internet content. Consider breaking up large files into smaller, sequential pieces rather than large, single files.

Asset FileName (required field)

- Click the **Browse** button to select the **PDF** file, per instructor

*Asset FileName:	<input type="text"/>	<input type="button" value="Browse..."/>
------------------	----------------------	--



*Asset FileName:	S:\Training\CMA Training\Student Files\Sample 3.pdf	<input type="button" value="Browse..."/>
------------------	---	--

Asset Permission (required field)

- Select the **Asset Permission** from the drop down menu based on the **Category** that corresponds to the area you are working in

*Asset Permission:	<----- SELECT ONE ----->	Asset Collection: Training Assets
*Asset Type:	<----- SELECT ONE ----->	
*Asset Description:	TRAINING-ABOUT_US-ASSETS TRAINING-ABOUT_US-CONTENT_ARCHIVE-ASSETS TRAINING-ABOUT_US-PRESS_RELEASES-ASSETS TRAINING-ASSETS TRAINING-DESSERTS-ASSETS TRAINING-EXAMPLES-ASSETS TRAINING-FAVORITES-ASSETS TRAINING-HOLIDAYS-ASSETS TRAINING-MAINT_PERM-ASSETS	
*Alternate Tag: (Image Only)		
CMA Keywords:		

Asset Collection (informational field)

This field tells you which agency site directory the asset is going to be associated with.

Asset Type (required field)

This field is automatically filled in based on the file type selected. Make sure the correct file type is selected in case you accidentally chose the wrong file.

*Asset Type:	PDF (Adobe Acrobat .pdf File) ▼
---------------------	---------------------------------

Asset Description (required field)

Check with your **Site Administrator** to learn what standards are used by your site for this field.

- Enter the **Asset Description** (In this class enter your **Name – Date – Type of Asset.**)

*Asset Description: <small>(35 of 128 chars max)</small>	Trainee Author - 3/25/14 - PDF file ▲ ▼
--	--

Alternate Tag (Image Only) (required for ADA compliance)

This is a required field only when the **Asset Type** is **Image**. Skip this field for all document assets.

*Alternate Tag: (Image Only)	▲ ▼
---	-----

CMA Keywords (not required field)

- Enter **CMA Keywords**. These are used in the **List Assets** screen to locate an asset. These keywords are not used in generating HTML.

CMA Keywords:	▲ ▼
----------------------	-----

File Statistics

Once saved, the file size will fill in. If the asset is an image, then the height and width will also appear.

File Statistics	File Size in Bytes:
------------------------	---------------------

Note: Assets that exceed 5MB will require significant **CMA** upload time and high download time for users. Consider breaking up large files into smaller, sequential pieces rather than large, single files.

- Click **Add**

The screen will refresh and leave you in **Edit Asset** mode. The **Asset ID** number and **URL** will display at the top of this screen.

Asset ID #	451648
*Asset FileName:	<input type="text"/> <input type="button" value="Browse..."/>
Note: you are in edit mode and selecting a new file will overwrite the existing one in the system.	
Asset URL:	/documents/training/Sample_3_451648_7.pdf
Asset Permission:	TRAINING-FAVORITES-ASSETS ? <input type="button" value="Update Category"/> Asset Collection: Training Assets
<input type="button" value="BROWSE CATEGORY"/>	

To view the PDF file, click on the Asset Description link.

Asset Preview	Asset Update Information:	
Trainee Author - 3/25/14 - PDF file preview	Updated By:	trainee_author
	Updated Date:	Mar 25 2014 11:27:08:000AM
	Created By:	trainee_author
	Created Date:	Mar 25 2014 11:27:08:000AM

In order to see the asset on a web page, you will have to be able to reference the asset later. You will need to know either the **Asset ID#** or the **Asset URL**. Since the ID# is part of the URL, we can simply save the URL and we will have both.

- Copy the **Asset URL** and paste it into the Notepad

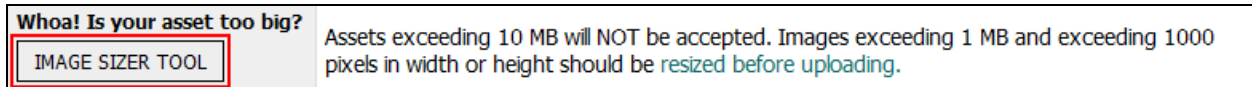
Asset URL:	/documents/training/Sample_3_451648_7.pdf
-------------------	---

- Right click and **Copy** (or copy another way)

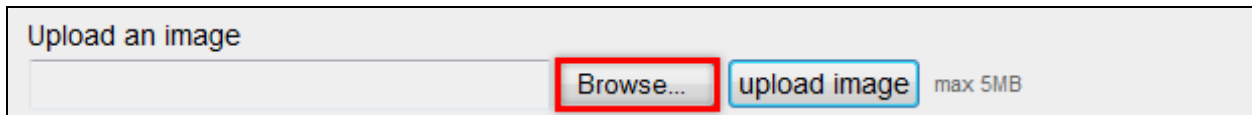
Try the Image Sizer Tool

Before adding an image asset you can resize the image for correct pixel width or height limitations.

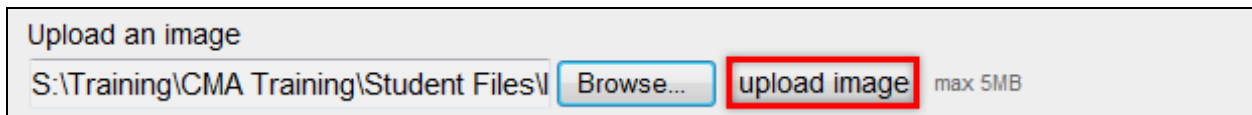
- Mouse over **ASSETS** and click **ADD ASSET**
- Click the **Image Sizer Tool** link



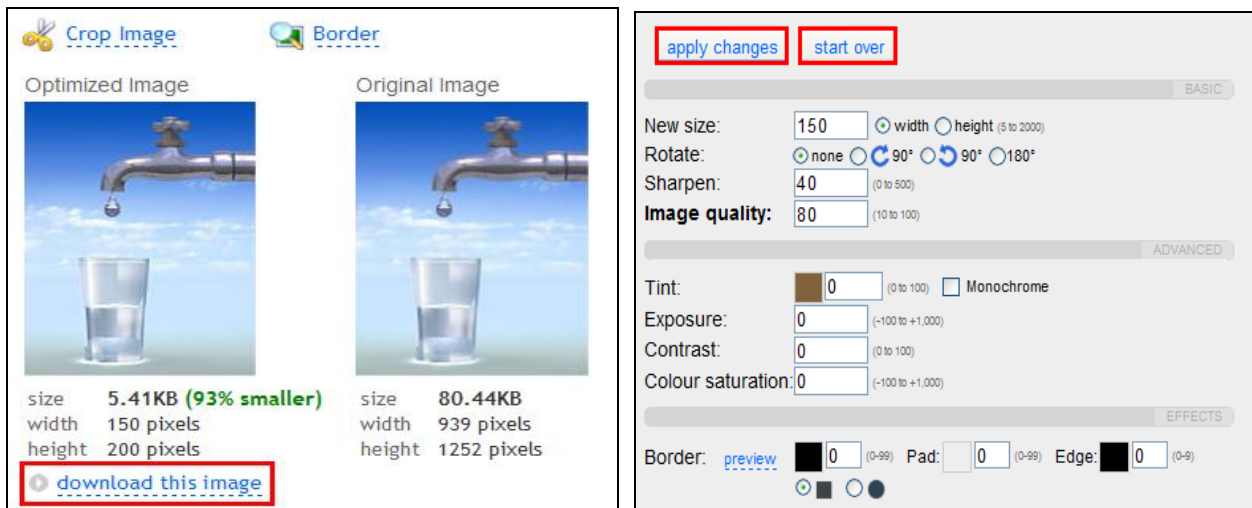
- Click on **Browse** to select an image



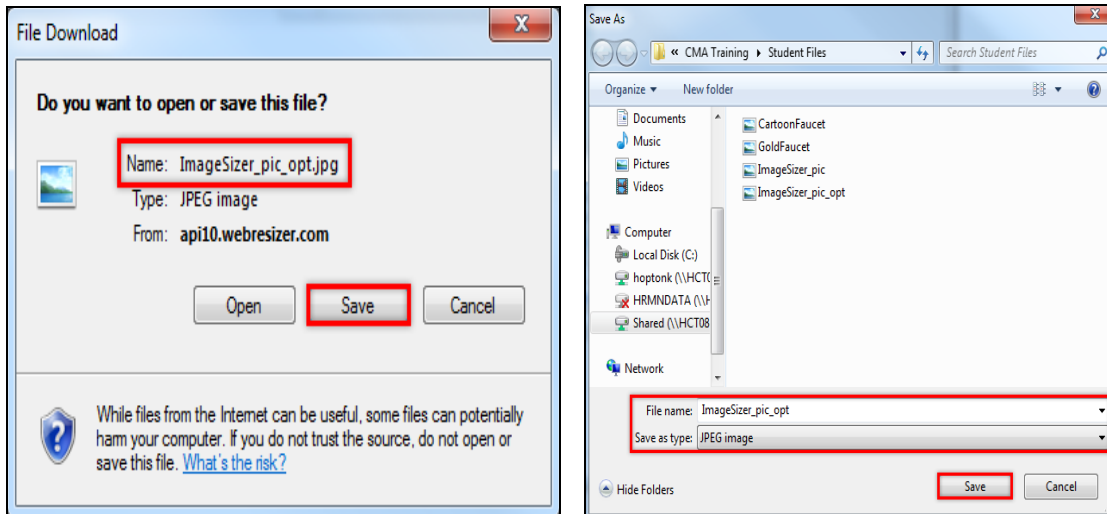
- Click on **upload image** to bring the selected image into Image Sizer



You will now be able to view the Optimized image and the Original image size, width and height of the image selected. While in this view you can make other changes to the image as shown in the Image Sizer (width, height, rotate, sharpen, border etc.). When using the Border field you can preview the image when making changes. Once you have made changes you can select **apply changes** or you can **start over**.



- Click the **download this image** link to save the optimized image as a new opt file. The system will add opt to the file name. Save the new image in the **CMA Training\Student Files** folder on the Desktop of the PC.



- Close the window to return to the Add New Asset screen

Images

Add an image asset using the optimized file you just resized. Complete the **Asset FileName** and **Asset Permission**.

Thumbnail (not a required field)

This field will appear when an image file is selected in the **Asset FileName**. The **Thumbnail** box is necessary only when you want the image to be displayed in the **Content Category** box (Component) on the **Page Layout/Template** page.

- Check the **Thumbnail** box under **Asset Type**

*Asset FileName:	S:\Training\CMA Training\Student Files\ImageSizer_pi	Browse...
*Asset Permission:	TRAINING-FAVORITES-ASSETS	Asset Collection: Training Assets
*Asset Type:	IMAGE (Image (.gif, .jpg, .bmp, .png))	
Thumbnail?	<input checked="" type="checkbox"/> Check box for YES.	

- Enter the **Asset Description** (In this class Name – Date – Image)

Alternate Tag (Image Only): The **Alt Tag** will display when the mouse moves on top of the image.



The **Alt Tag** will display only when the image is associated to content or used as a thumbnail. This is a required field for **ADA Compliance** when the **Asset Type** is **Image**.


*Asset Description: <small>(32 of 128 chars max)</small>	Trainee Author - 3/25/14 - Image
*Alternate Tag: (Image Only)	Dripping silver faucet

Required for ADA compliance!

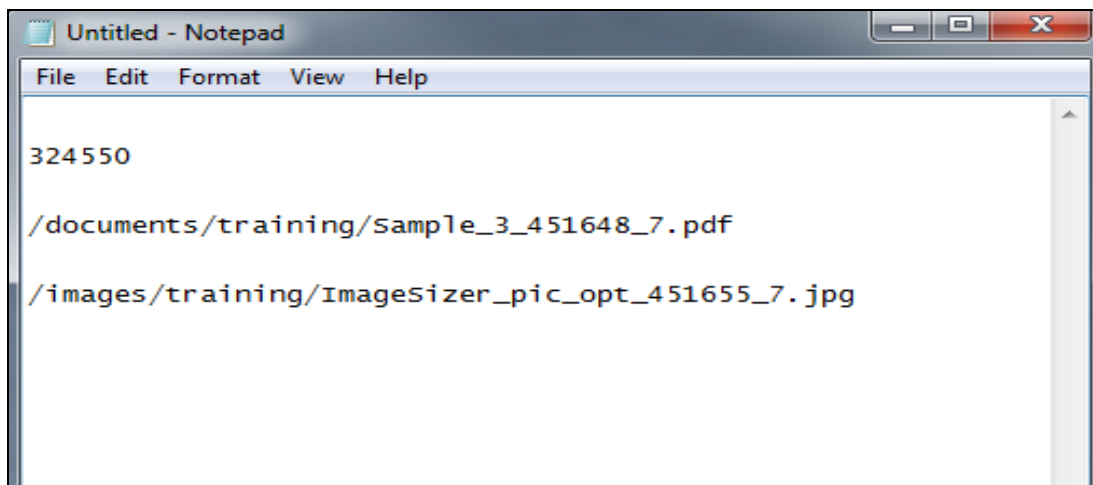
➤ Click **Add**

Asset ID #	451655
*Asset FileName:	<input type="text"/> <input type="button" value="Browse..."/> <small>Note: you are in edit mode and selecting a new file will overwrite the existing one in the system.</small>
Asset URL:	/images/training/ImageSizer_pic_opt_451655_7.jpg
Asset Permission:	TRAINING-FAVORITES-ASSETS ? <input type="button" value="Update Category"/> Asset Collection: Training Assets
	<input type="button" value="BROWSE CATEGORY"/>
*Asset Type:	IMAGE (Image (.gif, .jpg, .bmp, .png))
	Thumbnail? <input checked="" type="checkbox"/> Check box for YES.

File Statistics	Image Width: 150 Image Height:200 File Size in Bytes: 5539
------------------------	--

<p>Asset Preview</p> 	<p>Asset Update Information:</p> <table border="1"> <tr> <td>Updated By:</td> <td>trainee_author</td> </tr> <tr> <td>Updated Date:</td> <td>Mar 25 2014 12:00:53:000PM</td> </tr> <tr> <td>Created By:</td> <td>trainee_author</td> </tr> <tr> <td>Created Date:</td> <td>Mar 25 2014 12:00:53:000PM</td> </tr> </table>	Updated By:	trainee_author	Updated Date:	Mar 25 2014 12:00:53:000PM	Created By:	trainee_author	Created Date:	Mar 25 2014 12:00:53:000PM
Updated By:	trainee_author								
Updated Date:	Mar 25 2014 12:00:53:000PM								
Created By:	trainee_author								
Created Date:	Mar 25 2014 12:00:53:000PM								

➤ Copy the **Asset URL** to the Notepad



Edit HTML Content

At some point content will need to be modified or changed in some way. You will need to Edit the Content. There are numerous ways to locate the content for an opportunity to make changes to it or modify its contents. This class will explore two of these. Here we will examine **List/Search Content** while we **Search By ID** number.

Enter the List Content

- Mouse over **CONTENT** and click **LIST/SEARCH CONTENT** on the left side of the CMA

CONTENT	LIST/SEARCH CONTENT
CATEGORIES	ADD CONTENT

You will get the following screen:

Search for Content

Search By...	ID:	<input type="text"/>	<input type="button" value="Edit"/>	<input type="button" value="Search"/>
	Text:	<input type="text"/>		
	Created/Updated By:	<input type="text"/>		
	Search Type:	NORMAL		
	Expiration Date:	=	<input type="text"/>	
	Release Date:	=	<input type="text"/>	
	Sort By	Content ID		
	Display Count	25		

Matching Rows 1-10 of 10 No More

Your most recent 10 content items are listed below.
To search for more content items, enter the search criteria above and click the SEARCH button.
If you want to SEARCH all items, leave the criteria blank and click SEARCH.

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
324630	Locate Content Sample	How can I locate my content?	100	03/25/2014		Delete
324554	Trainee Author - Link to	http://www.google.com	100	03/25/2014	03/29/2014	Delete
324550	Trainee Author - Faucets - Repair or Replace?	Repair for a pittance or upgrade to a new unit?	100	03/25/2014	03/26/2014	Delete
323351	Trainee Author - Faucets - Repair or Replace?	Repair for a pittance or upgrade to a new unit?	100	03/07/2014	03/24/2014	Delete
323695	Sample 3 - Full Calendar of Event	Full Calendar of Event	100	03/13/2014		Delete
323694	Sample 2 - Full Calendar of Event	Full Calendar of Event	100	03/13/2014		Delete
283396	Sample 1 - Full Calendar of Event	Full Calendar of Event	100	03/13/2014		Delete
303857	Right Link	/socialmedia	100	05/21/2013		Delete
303855	Pickup Request Form	/socialmedia	100	05/21/2013		Delete

The first thing to notice is the 10 items that you edited most recently. You can go directly to the Content by clicking on the Content ID number in the **ID(edit)** column.

Otherwise, to search for Content, you can use one of the three parameters listed: **ID**, **Text**, and **Created/Updated By**. Let's learn how to locate the **ID** number of a piece of **Content**.

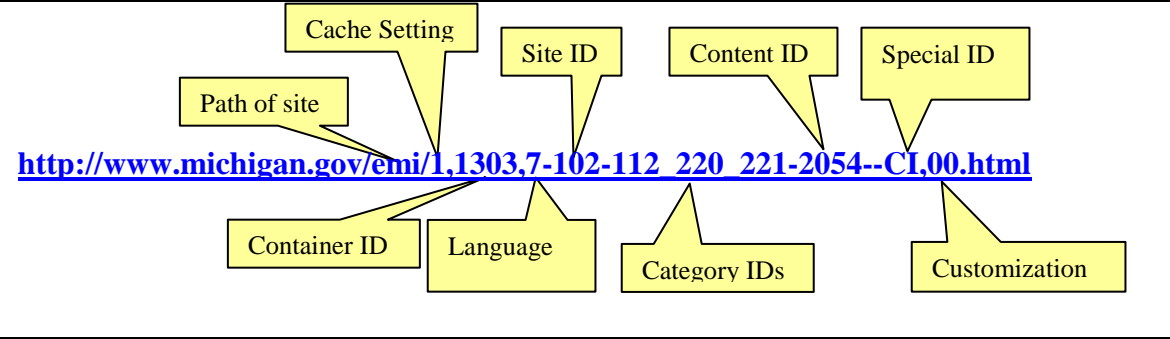
Search by ID

On the **Training Site** navigate to the HTML Content you created first. Open this content and look at the URL for this page in the address bar of the browser.

Locate **Content ID** in URL

The URLs generated by Michigan.gov can be quite a challenge to decipher. This is a link from a piece of content from the old Family Services theme (http://www.michigan.gov/emi/1,1303,7-102-112_220_221-2054--CI,00.html). By looking at the URL you cannot determine where the page came from other than it was generated from the Michigan.gov web site. We need to break the URL into sections in order to understand it. See the table below.

Break down of the Michigan.gov URL:

	
Path/directory: This is the path of the site.	emi/1,1303,7-102-112_220_221-2054--CI,00.html
Content ID: This is the ID of the piece of content that is being displayed within the body of the page. The Content ID can be used in the CMA to find a particular piece of content.	emi/1,1303,7-102-112_220_221-2054--CI,00.html

Note: There are **always** two dashes after the **Content ID** number. If there are three dashes after the last number, then it is **NOT** a **Content ID** number, but a **Category ID** number.

- Enter the **Content ID** number for the HTML Content you have created and click **Search**

Search By...	ID:	<input type="text" value="324550"/>	<input type="button" value="Edit 324550"/>	<input type="button" value="Search"/>
--------------	-----	-------------------------------------	--	---------------------------------------

- Click on the **ID** link to view the **Edit Content Item** screen again

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
324550	Trainee Author - Faucets - Repair or Replace?	Repair for a pittance or upgrade to a new unit?	100	03/25/2014	03/26/2014	Delete
Matching Rows 1-1 of 1 <input type="button" value="Beginning"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="End"/> No More						

Connecting Assets to Content

Assets are not displayed in the web browser until they are connected to a piece of content. There are three different ways that we can connect assets to content.

- Use the **Associated Assets** tool to tie assets to HTML content in a pre-determined fashion
- Create a piece of content that just opens a **Document Asset**
- **Manually** inset images and links to documents in the **Body** field using HTML coding via **WYSIWYG** or other HTML editor

Associated Assets Tool

The **Associated Assets** tool places assets in a predetermined location within the content. If this is where you want the asset to be located, then this is a very quick and simple way to connect assets to content.

The **Associated Assets** tool is the **ONLY** way you can make assets display in the **Page Layout/Template** view of the content. This is the most common use of this tool.

- Edit **HTML Content** (as described above)

Edit Content Item
CONTENT ID: 324550
[Preview](#) [Update](#) [Duplicate](#) [DELETE](#)

BASIC CONTENT INFORMATION * denotes required fields

*** Primary Category:**

TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT
[CHANGE CATEGORY](#) [EDIT CATEGORY](#) [BROWSE CATEGORY](#)

Content Status:

LIVE

*** Content Type:**

HTML (HTML 1.0/2.0) ▼

*** Content Title:**

Trainee Author - Faucets - Repair or Replace?
Character Count

- Scroll to the bottom of the screen to locate **Associated Assets**

Associated Categories

Category ID	Category Name	Association Priority	Edit Association	Delete Association
CAT ID 35103	TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT - EDIT CAT	100	EDIT ASSOCIATION	(Primary)

Add a Category Association
Enter Category ID: [Associate](#) OR... [Select from List of Categories and ADD](#)

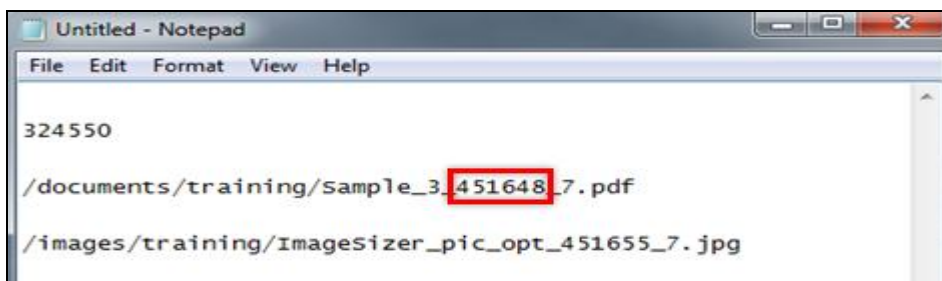
Associated Assets

Asset ID	Asset Name	Asset Path	Association Flag	Delete Association
----------	------------	------------	------------------	--------------------

Add an Associated Asset
Enter Asset ID - Shortcut: [Associate](#)

[OR... Select from a List of Assets to Associate](#) [OR... One Step Add and Auto-Associate Asset](#)

- Enter the **Asset ID** from the Notepad into the shortcut box in the **CMA** and click **Associate**



Associated Assets			
Asset ID	Asset Name	Asset Path	Association Flag
Add an Associated Asset			
Enter Asset ID - Shortcut:	451648		Associate
OR... Select from a List of Assets to Associate OR... One Step Add and Auto-Associate Asset			

The screen will refresh and tell you the **Association** was successfully saved.

Edit Content Item			
MESSAGE: Saved New Association Successfully.			
CONTENT ID: 324550		Preview	Update
		Duplicate	DELETE

- Scroll back down and repeat for the other asset

Associated Assets				
Asset ID	Asset Name	Asset Path	Association Flag	Delete Association
451648	Trainee Author - 3/25/14 - PDF file	/documents/training/Sample_3_451648_7.pdf	<input type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input checked="" type="radio"/> -Both Comp/Cont	Priority: 100 Update Association Delete
451655	Trainee Author - 3/25/14 - Image	/images/training/ImageSizer_pic_opt_451655_7.jpg	<input type="radio"/> -Title <input type="radio"/> -Component Only <input type="radio"/> -Content Only <input checked="" type="radio"/> -Both Comp/Cont	Priority: 100 Update Association Delete
Add an Associated Asset				
Enter Asset ID - Shortcut:			Associate	
OR... Select from a List of Assets to Associate OR... One Step Add and Auto-Associate Asset				

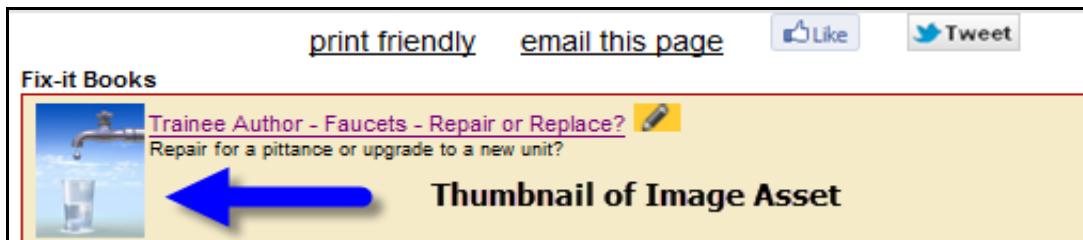
Two different types of assets are now associated to this piece of content.

Association Flag: Defaults to Both Comp/Cont

For images if **Title** or **Component Only** is selected then the image will not show on the full content page. If **Content Only** or **Both Comp/Cont** is selected then the image will show on the full content page.

If you change the **Association Flag** you have to click on **Update Association** to save the change, the regular **Update** button will not save it.

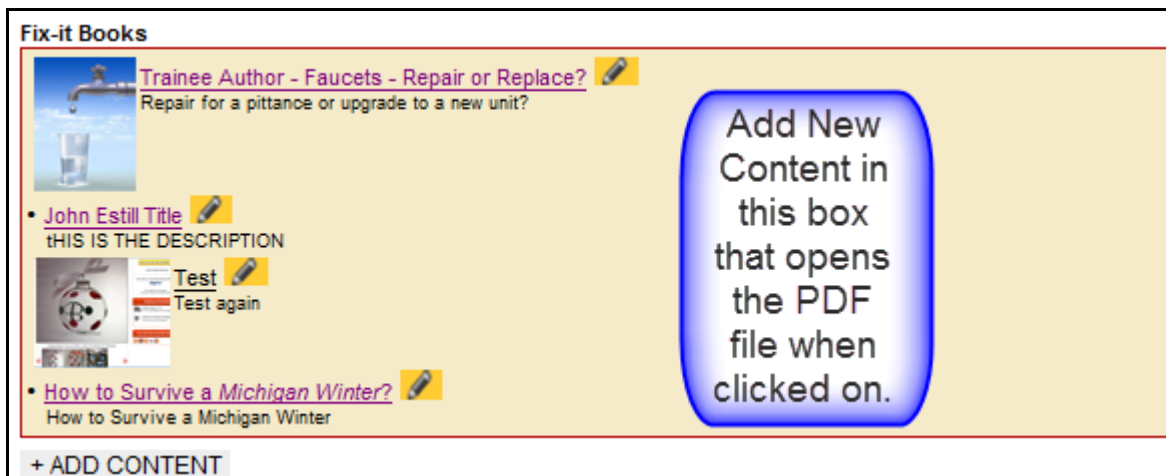
- Go to the **Training Site** to see where the assets were placed in the template page and in the body of the content



Create Content to Open a Document Asset

Sometimes we want to be able to make the **Document Assets** more readily accessible to our users. For that reason, we will want to make them available on the template page rather than from inside a piece of content.

We need to somehow have an item that opens up the **Document Asset**, in this case the **PDF** file.



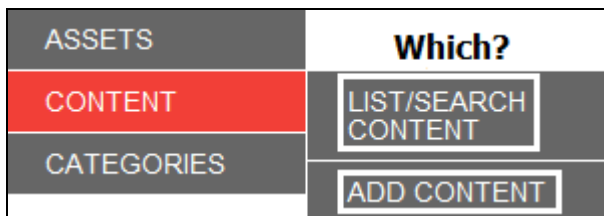
You already have all the information you need to do this!!

So what are the steps you need to take?

- Return to the **CMA** and make the appropriate selection from the left menu



- Enter the correct answer here: _____

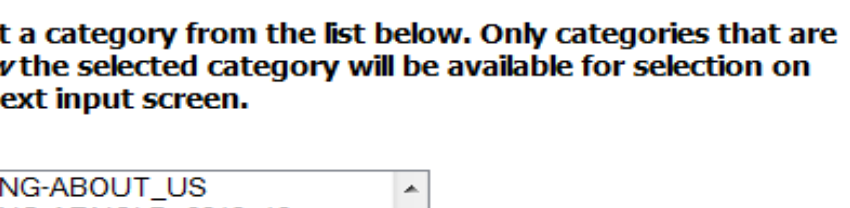


- Enter the correct answer here: _____

- Select the proper **Category Group**

Category Group (Pre-Select)

Select a category from the list below. Only categories that are *below* the selected category will be available for selection on the next input screen.



The screenshot shows a list of category groups in a scrollable container. Two categories are highlighted with red boxes: 'TRAINING-ASSETS' and 'TRAINING-FAVORITES'. Red arrows point from these boxes to the text 'Asset Category' and 'Content Category' respectively. A red question 'Which Category Group is the correct one?' is also present. A green 'Continue' button is at the bottom left.

TRAINING-ABOUT_US
TRAINING-ARNOLD_2013_10
TRAINING-ASSETS
TRAINING-BLACKBURN_201309
TRAINING-BOTTOM_NAV_LINKS
TRAINING-BUSKULIC_201309
TRAINING-COSSAR_2013
TRAINING-DESSERTS
TRAINING-ELLSWORTH_201401
TRAINING-FAVORITES

Asset Category

Which Category Group is the correct one?

Content Category

Continue

Answer: _____

- Select the appropriate **Primary Category**

BASIC CONTENT INFORMATION	
* Primary Category:	<----- SELECT ONE ----->
* Content Type:	TRAINING-FAVORITES-BOOKS-CHRISTENEN-SERIES
* Content Title:	TRAINING-FAVORITES-BOOKS-CHRISTENEN-STAND_ALONE
Character Count	TRAINING-FAVORITES-BOOKS-FICTION
Title Asset:	TRAINING-FAVORITES-BOOKS-FICTION-CHRISTIAN
* Priority:	TRAINING-FAVORITES-BOOKS-FICTION-CLASSIC
	TRAINING-FAVORITES-BOOKS-FICTION-GENERAL
	TRAINING-FAVORITES-BOOKS-HUMOR
	TRAINING-FAVORITES-BOOKS-MYSTERY
	TRAINING-FAVORITES-BOOKS-MYSTERY-CATS
	TRAINING-FAVORITES-BOOKS-MYSTERY-FEMALE
Full Display (triplewide)	TRAINING-FAVORITES-BOOKS-MYSTERY-MALE
* Release Date: MM/DD/YYYY	TRAINING-FAVORITES-BOOKS-NONFICTION
* Release Hour:	TRAINING-FAVORITES-BOOKS-NONFICTION-BIOGRAPHIES
	TRAINING-FAVORITES-BOOKS-NONFICTION-COMPUTERS
Expiration Date: MM/DD/YYYY	TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT
	TRAINING-FAVORITES-BOOKS-NONFICTION-POETRY
	TRAINING-FAVORITES-BOOKS-NONFICTION-REFERENCE
	TRAINING-FAVORITES-BOOKS-NONFICTION-SELFHELP
	TRAINING-FAVORITES-BOOKS-QUICKLINKS
EVENT DATE INFORMATION +	TRAINING-FAVORITES-BOOKS-ROMANCE
	TRAINING-FAVORITES-BOOKS-ROMANCE-HARLEQUIN
AGENCY INFORMATION +	TRAINING-FAVORITES-BOOKS-ROMANCE-REGENCY
	TRAINING-FAVORITES-BOOKS-SPORTS
	TRAINING-FAVORITES-BOOKS-SPORTS-BASEBALL
	TRAINING-FAVORITES-BOOKS-SPORTS-BASKETBALL
	TRAINING-FAVORITES-BOOKS-SPORTS-FOOTBALL
DESCRIPTION AND BODY -	TRAINING-FAVORITES-BOOKS-SPORTS-HOCKEY
Description (Limited to 4000 cha	TRAINING-FAVORITES-BOOKS-TRAVEL
Edit (WYSIWYG)	TRAINING-FAVORITES-BOOKS-TRAVEL-LITERARY
	TRAINING-FAVORITES-BOOKS-TRAVEL-MAPS

Answer:

- Select the appropriate **Content Type**

<p>* Content Type:</p> <div style="border: 2px solid blue; padding: 10px; text-align: center; color: blue; font-weight: bold;"> What is appropriate for this field? </div>	<div style="border: 1px solid gray; padding: 5px;"> HTML (HTML 1.0/2.0) <div style="border: 1px solid blue; padding: 2px; margin-top: 2px;"> Select Content Type </div> BLOG (Blog Type Content) EPOSTCARD (e-PostCard) FLV (Flash Video Content) FORM (HTML-FORM) HTML (HTML 1.0/2.0) LINK (LINK (URL)) MIXED (ASCII/HTML) OTHER (Other/Unknown) SSL (HTML-SSL) TEXT (ASCII Text) </div>
---	--

Should it be **HTML** _____ or **Link** _____?

- Enter the **Content Title**

<p>* Content Title: Title:(0 of 255 chars max)</p>	<div style="border: 1px solid gray; padding: 5px;"> <div style="border: 2px solid blue; padding: 5px; text-align: center; color: blue; font-weight: bold;"> What is appropriate for this field? </div> </div>
---	---

Answer: _____

- Enter the **Expiration Date**
- Select the appropriate **Link Type**

<p>Link Type: Which one?</p>	<p> <input checked="" type="radio"/> Internal <input type="radio"/> External (New Window) </p>
---	--

Should it be **Internal** _____ or **External** _____?

Why?

- Enter the **URL**

<p>Link (URL):</p> <p> <input type="radio"/> Content <input type="radio"/> Asset <div style="border: 1px solid gray; padding: 2px; display: inline-block; color: blue; font-weight: bold;"> ? </div> </p>	<div style="border: 1px solid gray; padding: 5px;"> <div style="color: blue; font-weight: bold; font-size: 1.2em;"> ???? </div> </div>
--	--

What is the **URL**?
 Where do we get it?
 Is it **Relative** or **Absolute**?

- Enter the **Link Text**

<p>Link Text:</p>	<div style="border: 1px solid gray; padding: 5px;"> <div style="color: blue; font-weight: bold;"> Something specific goes here.....What is it??? </div> </div>
--------------------------	--

Your **Link Text** _____

- Click **ADD**

What it should look like in the **CMA**:


Edit Content Item
MESSAGE: Saved Successfully.
CONTENT ID: 324681


BASIC CONTENT INFORMATION * denotes required fields


* **Primary Category:** **TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT**


Content Status: LIVE


* **Content Type:** LINK (LINK (URL))


* **Content Title:** Should You Repair a Leaking Faucet? 
Character Count


Title Asset: 

* **Priority:** 100 

Full Display (triplewide) ☐ 

* **Release Date: MM/DD/YYYY** 03/26/2014 

* **Release Hour:** 01 :00 AM  (Eastern Time)

Expiration Date: MM/DD/YYYY 03/27/2014 


EVENT DATE INFORMATION +

AGENCY INFORMATION +

DESCRIPTION AND BODY -


Description (Limited to 4000 characters): Character Count
[Edit \(WYSIWYG\)](#)


Body:
[Edit \(WYSIWYG\)](#)

* **Keywords: (META tag)** 

LINK FIELDS -

Link Type: ☐ Internal ☒ External (New Window)

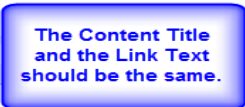
Link (URL): ☐ Content ☒ Asset  /documents/training/Sample_3_451648_7.pdf

Link Text: Should You Repair a Leaking Faucet? 

Content Preview *Content can only be previewed if it has been released and has not yet expired.



Content Update



Versioning |



What it should look like on the **Training** site.

Fix-it Books

- [Should You Repair a Leaking Faucet?](#)  

 [Trainee Author - Faucets - Repair or Replace?](#) 
Repair for a pittance or upgrade to a new unit?

Search Content by Text

- Click **LIST/SEARCH CONTENT**

CONTENT	LIST/SEARCH CONTENT
CATEGORIES	ADD CONTENT

- Enter all or part of the title of the piece of content you wish to search for and click **Search**

Search for Content

Search By...	ID:	<input type="text"/>	Edit	Search
	Text:	repair		
	Created/Updated By:	<input type="text"/>		
	Search Type:	NORMAL		
	Expiration Date:	= <input type="text"/>		
	Release Date:	= <input type="text"/>		
	Sort By	Content ID		
	Display Count	25		

Matching Rows 1-10 of 10
Beginning
Prev
Next
End
No More

If more than one item appears in the list, then you will need to locate the one you entered. If the Content **ID** is teal then you are not able to edit the content item, you do not have permissions to the content. This means that it is not your content, but someone else's with a similar title. If the Content **ID** is green then you can edit that piece of content.

	Sort By	Content ID					
	Display Count	25					
	Matching Rows 1-25 of 575	Beginning	Prev	Next	End		
ID (edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete	
466	Repair Facilities Manual	All Michigan repair facilities and mechanics should be familiar with the laws and regulations which govern their business.	20	03/27/2002		{Delete}	
1152	Auto Repair - Information	http://www.michigan.gov/sos/0,1607,7-127-1631_8850---,00.html	100	06/02/2001		{Delete}	
1952	Engler Announces an Additional \$31 Million for Local Bridge Repairs in 2002	Governor John Engler announced today that local road agencies across Michigan will benefit as \$31 million in work needed on 80 bridges is added to the state's Critical Bridge Program list.	90	03/14/2001		{Delete}	

You may have to go to the **Next** page or click **End** to go to the end of the list if it is very long.

323461	Belle Isle Roadway Repair Project: Contract Manager	/mdot/0,4616,7-151-9625_21539_53226-321745--,00.html	100	03/11/2014		{Delete}
323512	Advertisement for Bids for Hangar Fire Suppression and Fire Alarm Repair at Sawyer International Airport (SAW) Marquette, MI	/documents/aero/001113_MH_-_ADVERTISEMENT_FOR_BIDS_450059_7.pdf	100	03/11/2014	04/26/2014	{Delete}
324550	Trainee Author - Faucets - Repair or Replace?	Repair for a pittance or upgrade to a new unit?	100	03/25/2014	03/29/2014	Delete
324681	Should You Repair a Leaking Faucet?	/documents/training/Sample_3_451648_7.pdf	100	03/26/2014	03/27/2014	Delete

Once you locate your piece of content, (the **Delete** option will be a link, there are no brackets) click on the Content ID in the **ID** column.

WYSIWYG

Basics of WYSIWYG

WYSIWYG is only accessible from the Add New Content Item or Edit Content Item screens of the CMA.

- From the **Edit Content Item** screen of the content we located above, scroll to the **Body** field

Body: PREVIEW BODY

Edit (WYSIWYG)

Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.

* **Keywords: (META tag)** faucet, dripping, repair, funds, new

- Click **Edit (WYSIWYG)**

Body: PREVIEW BODY

Edit (WYSIWYG)

Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.

* **Keywords: (META tag)** faucet, dripping, repair, funds, new

The field changes to show the toolbars used with WYSIWYG and displays the existing content.

Body: PREVIEW BODY

Close/Done

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Font Family ▾ Font Sizes ▾ Formats ▾ **B** *I* [List Icons]

[List Icons] [Link Icon] [Image Icon]

[Print Icon] [Eye Icon] [Full Screen Icon] A A [Smiley Icon]

Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.

Toolbar Overview

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Font Family ▾ Font Sizes ▾ Formats ▾ **B** *I* [List Icons]

[List Icons] [Link Icon] [Image Icon]

[Print Icon] [Eye Icon] [Full Screen Icon] A A [Smiley Icon]

Top Row

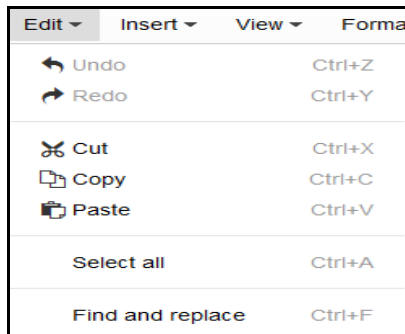
File ▾ Edit ▾ Insert ▾ View ▾

[New Document Icon] New document Ctrl+N

[Print Icon] Print Ctrl+P

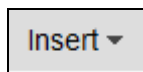
File

The **File** dropdown has two functions. The first one **New Document** will delete the existing text in the **Body** field and allow you to start over. The **Print** feature prints just the body text.



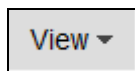
Edit

The **Edit** dropdown button allows basic editing capabilities, such as **Undo** and **Redo**. You can also **Cut**, **Copy** and **Paste** text. The **Select all** is available to select text and you have the capability to **Find and replace** text.



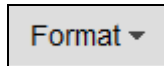
Insert

The **Insert** dropdown button allows you to Insert videos, Links, Templates, Special characters, Horizontal lines, Anchors, Page breaks, Date/time and Nonbreaking spaces into the body.



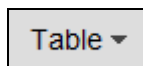
View

The **View** dropdown allows you to Show invisible characters, Show blocks, use Visual aids, look at Preview and view in Fullscreen.



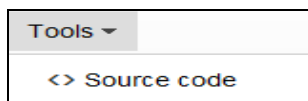
Format

The **Format** dropdown allows you to use Bold, Italic, Underline, Strikethrough, Superscript and Subscript. It also gives you Formats for Headers, Blocks and Alignment (justifications) and to Clear formatting.



Table

The **Table** dropdown allows you to Insert a table, merge and split Cells, insert, delete, copy and paste Rows, and insert and delete Columns.



Tools

The **Tools** dropdown allows you to view the Source code for the content.

Second Row



Undo

The **Undo** will undo the last thing you did that wasn't saved, up to ten.



Redo

The **Redo** allows you to do again the last thing you undid, up to ten.



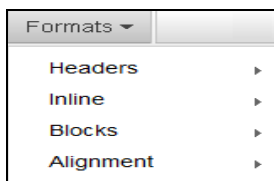
Font Family

The **Font Family** allows you to change the font type.



Font Sizes

The **Font Sizes** allows you to change the font size.



Formats

The **Formats** dropdown allows you use Headers, Inline for bolding, underlines, subscripts etc. just like the Format dropdown on the first row, also Blocks and Alignment.



Bold and Italic

The **B** is for bolding the text and the **I** is for making it Italics.



Align and Justify

The first three allow you to **Align left, center** or **right**. The fourth one is for full **Justify** (not suitable for the web).

Third Row



Bullet list

The **Bullet list** allows you to create a bulleted list of items with Circles, Discs or Squares.



Numbered list

The **Numbered list** allows you to create a numbered list of items using upper or lower case Alpha, upper or lower case Roman or lower Greek (1, 2, 3 etc.).



Indent

The first button allows you to **Decrease indent**, the second one allows you to **Increase indent**.



Insert/edit link

The **Insert/edit link** button allows you to insert hyperlinks or edit hyperlinks in the Body text.



Insert/edit image

The **Insert/edit image** allows you to insert and edit images in the Body text.

Fourth Row



Print

The **Print** allows you to print the Body text.



Preview

The **Preview** button allows you to view the Body in preview mode the way it will look on the site.



Insert/edit video

The **Insert/edit video** button allows you to insert and edit videos in the Body field.



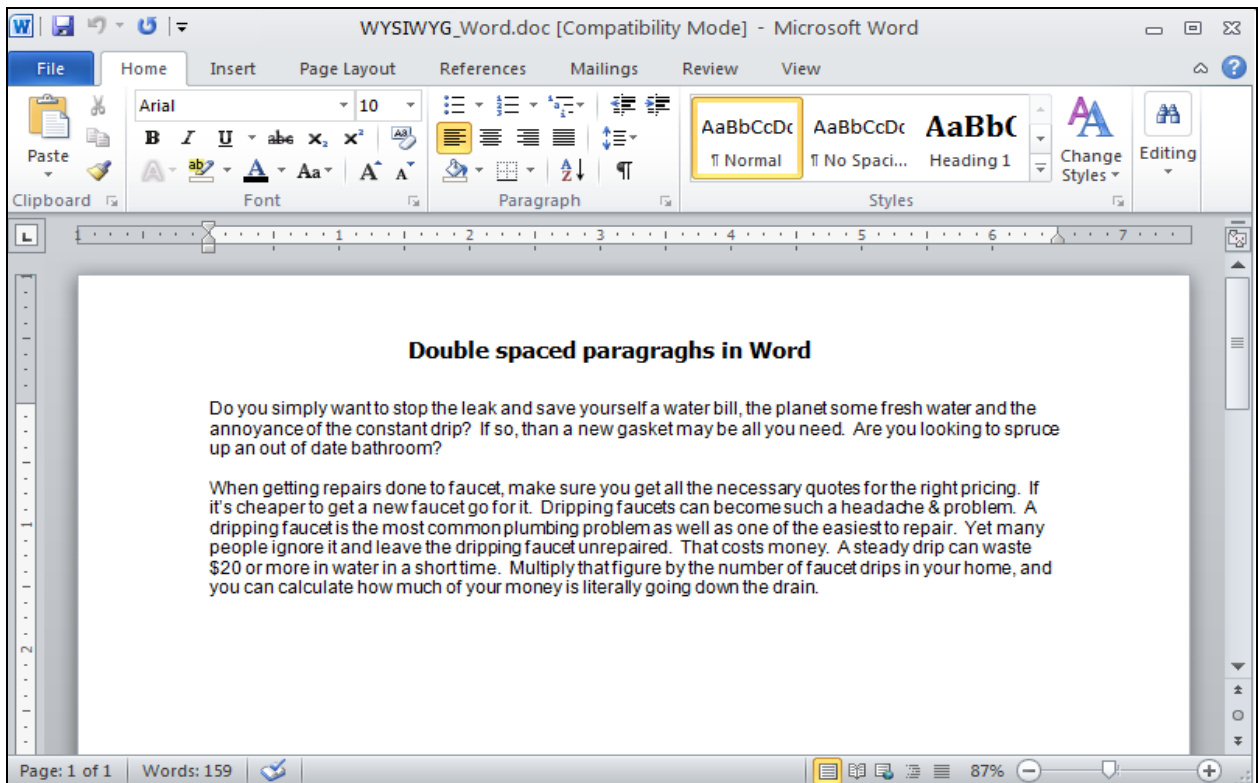
Text color and Background Color

The **Text color** and **Background color** buttons will give you a grid of colors to choose from for the text or background. Again, this should only be used for headings or special text within your document. You should always keep in mind visibility for colorblind users. Keep the text and background colors with the highest contrast as possible. Avoid tone-on-tone combinations (light blue text on a dark blue background) and red/green or red/white combinations. Try to stay with bold, italics or underline for emphasis rather than color changes.

Copy & Paste Tips

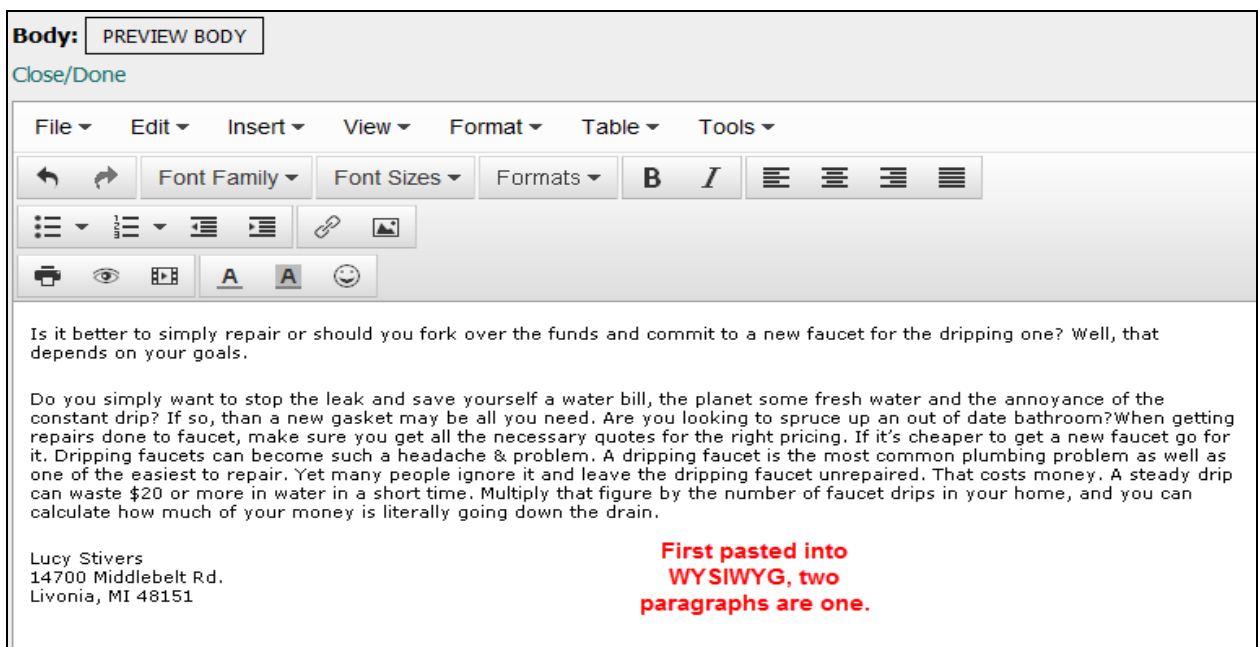
When creating content in Word, Excel or other software and then pasting it into **WYSIWYG**, there are a few things you can do to ensure a good result:

- a. **Fonts:** Change the font in the word processor to the desired font prior to copying the text, especially in tables. The proper font should be **Arial 10 pt.**
- b. **Paragraph Spacing:** In browsers, a single [Enter] or <p> paragraph code indicates that there should be double-spacing showing between paragraphs. This is applied automatically in browsers because of the way HTML coding is read. When we are creating content in Word, we usually press [Enter] twice to achieve this same effect.



- Copy two additional paragraphs of text. This will be needed later when we add an image and look at paragraph spacing.
- Type an address block

When the content is first pasted into WYSIWYG, it may or may not display the double spacing on the paragraphs.




- Press **Shift/Enter** after 'bathroom?' to create the third paragraph and double spacing

- Click the **Close/Done** button at the top, this does not complete the process, however
- To save your results in the **CMA Database**, you must also click **Update**. If you do not, your changes will not be saved even though you clicked a button that said "Close/Done".
- Go to the **Training** site to view the content

Training Website

Department of Information Technology

MICHIGAN.GOV



Michigan's
Official
Website

- [Training Home](#)
- [Site Map](#)
- [Contact Training](#)
- [Training FAQ](#)

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Trainee Author - Faucets - Repair or Replace?

Contact: Trainee Author 517-555-1212
Agency: Technology, Management & Budget


Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.

Do you simply want to stop the leak and save yourself a water bill, the planet some fresh water and the annoyance of the constant drip? If so, than a new gasket may be all you need. Are you looking to spruce up an out of date bathroom?

When getting repairs done to faucet, make sure you get all the necessary quotes for the right pricing. If it's cheaper to get a new faucet go for it. Dripping faucets can become such a headache & problem. A dripping faucet is the most common plumbing problem as well as one of the easiest to repair. Yet many people ignore it and leave the dripping faucet unrepaired. That costs money. A steady drip can waste \$20 or more in water in a short time. Multiply that figure by the number of faucet drips in your home, and you can calculate how much of your money is literally going down the drain.



Lucy Stivers
14700 Middlebelt Rd.
Livonia, MI 48151

Related Documents
> [Trainee Author - 3/25/14 - PDF file - 138412 bytes](#) 

Insert a Table Into WYSIWYG

To insert a table simply locate the table, make sure the font is Arial 10 point then copy and paste it into WYSIWYG.

- Copy the table in the Student files
- Position the cursor below the address block and paste the table in
- Click on **Close/Done** and **Update** to save the changes
- Go to the **Training** site to view the results

Training Website

Department of Information Technology

MICHIGAN.GOV

Michigan's
Official
Website

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- [Site Map](#)
- [Contact Training](#)
- [Training FAQ](#)

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How Much Does it Cost to Repair a Leaky Faucet?

	Lower	Higher
Faucet Leak Repair – Material Cost	\$20.75	\$26.75
Faucet Leak Repair – Labor Cost	\$69.94	\$93.78
Faucet Leak Repair – Total	\$90.69	\$120.53
Average Cost to Repair a Leaky Faucet – per faucet valve	\$90.69	\$120.53

Related Documents

> [Trainee Author - 3/25/14 - PDF file - 138412 bytes](#) **PDF**

Connecting Document Assets to the Body Field

Add link to PDF or Other Document Asset

When adding PDF/document assets that are to be inserted in a piece of content, rather than associated, it is important to know the path. Since you have saved the URL in the Notepad, we already have the path readily available.

- Return to the Notepad
- Select and copy the path for the PDF file
- Return to **WYSIWYG**
- Type the text that will link to the asset (if not already there)

Body: PREVIEW BODY

Close/Done

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷

Font Family ▾

Font Sizes ▾

Formats ▾

B

I

Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.

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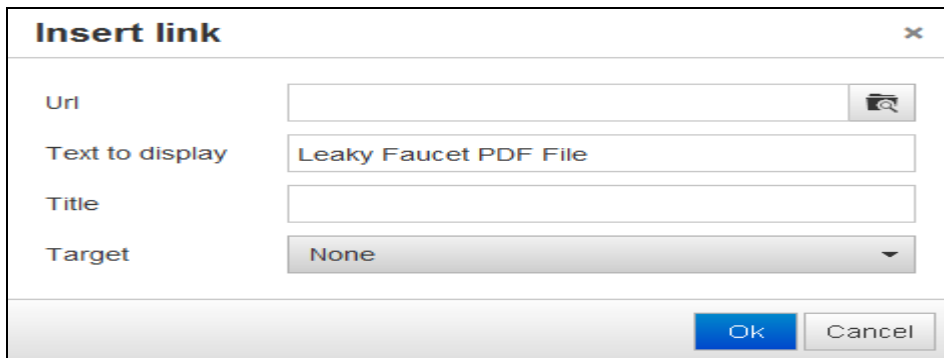
Lucy Stivers
14700 Middlebelt Rd.
Livonia, MI 48151

How Much Does it Cost to Repair a Leaky Faucet?		
	Lower	Higher
Faucet Leak Repair - Material Cost	\$20.75	\$26.75
Faucet Leak Repair - Labor Cost	\$69.94	\$93.78
Faucet Leak Repair - Total	\$90.69	\$120.53
Average Cost to Repair a Leaky Faucet - per faucet valve	\$90.69	\$120.53

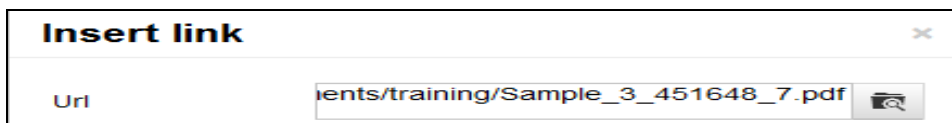
[Leaky Faucet PDF File](#)

- **Highlight** the text that will link to the asset

- Click the **Insert/edit link** button in the toolbar

A dialog box titled 'Insert link' with a close button (X) in the top right corner. It contains four input fields: 'Url' (empty), 'Text to display' (containing 'Leaky Faucet PDF File'), 'Title' (empty), and 'Target' (a dropdown menu showing 'None'). At the bottom right are 'Ok' and 'Cancel' buttons.

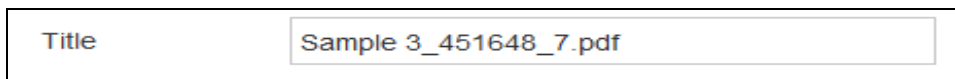
- Paste the **URL** for the asset in the **Url** field

The 'Insert link' dialog box with the 'Url' field now containing the text 'ents/training/Sample_3_451648_7.pdf'. The 'Text to display' field remains 'Leaky Faucet PDF File'.

The **Text to display** field is already completed with what was highlighted.

A close-up of the 'Text to display' input field, which contains the text 'Leaky Faucet PDF File'.

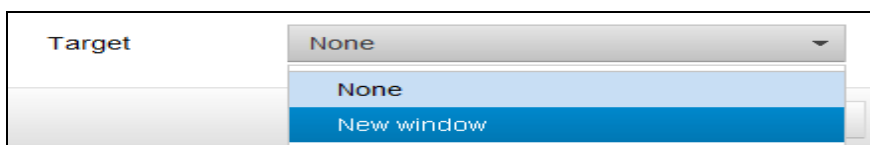
- Enter a **Title**, if you want your Url to have a different or shorter title.

A close-up of the 'Title' input field, which contains the text 'Sample_3_451648_7.pdf'.

The **Title** will appear, any time you hover over the Url.

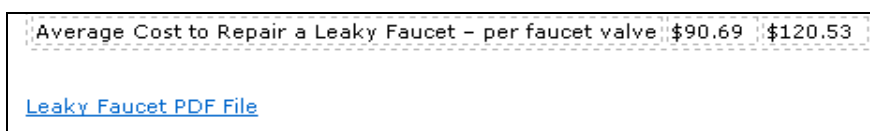


- Select the **Target** as outlined previously

A close-up of the 'Target' dropdown menu. The menu is open, showing three options: 'None' (selected), 'None', and 'New window'.

- Click **Ok**

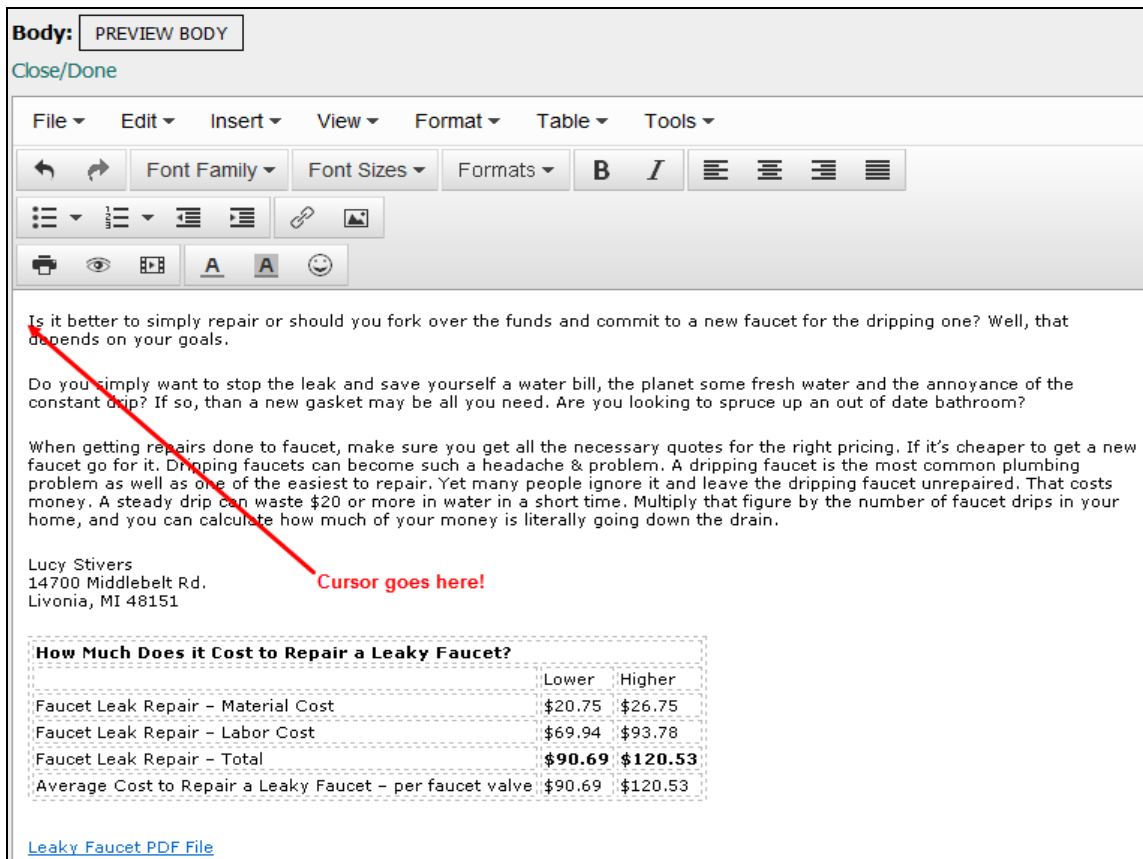
You will be returned to the **WYSIWYG** screen and you will see your link. However, you will not be able to test your link here.

A screenshot of the WYSIWYG editor. It shows a table with two columns and two rows. The first row contains the text 'Average Cost to Repair a Leaky Faucet - per faucet valve', '\$90.69', and '\$120.53'. The second row contains a blue, underlined link 'Leaky Faucet PDF File'.

Connecting Images to the Body Field

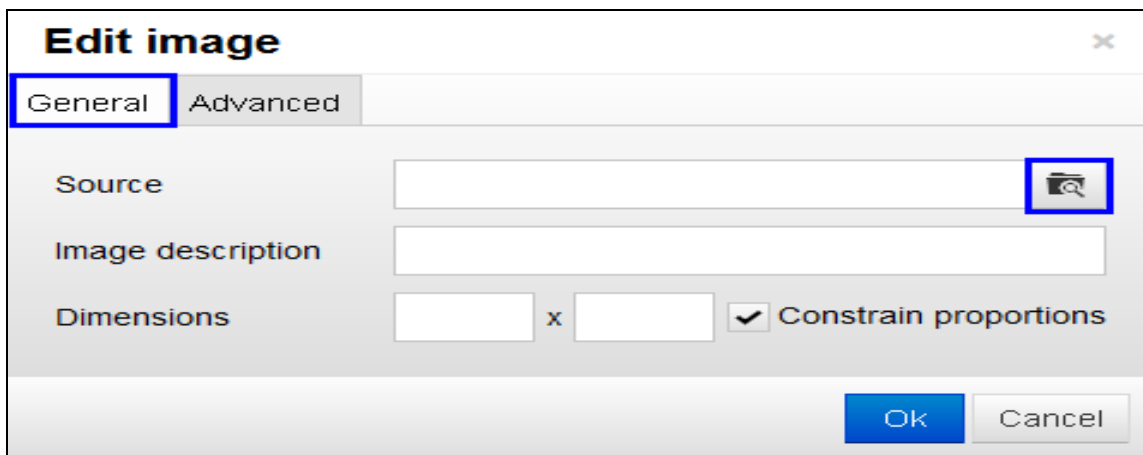
Add Image


- Position the cursor in the location where you want the image to go

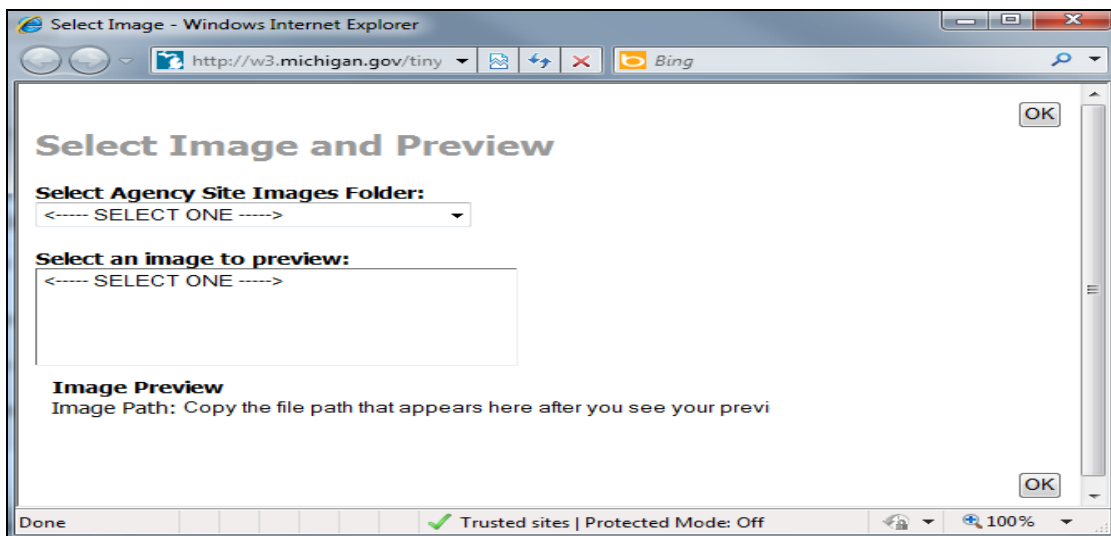


- Click the **Insert/edit image** button in the toolbar 

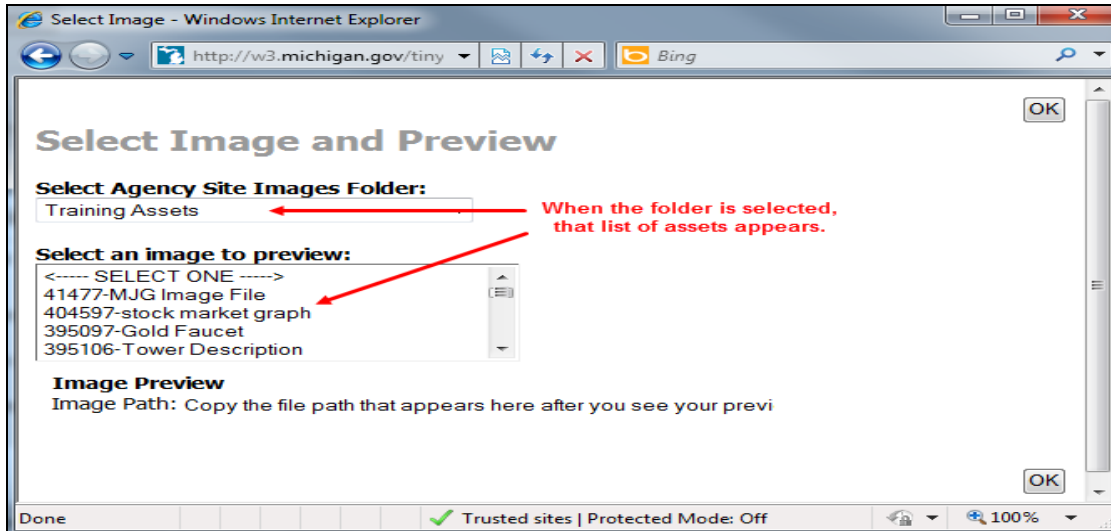
The following Edit image window appears:



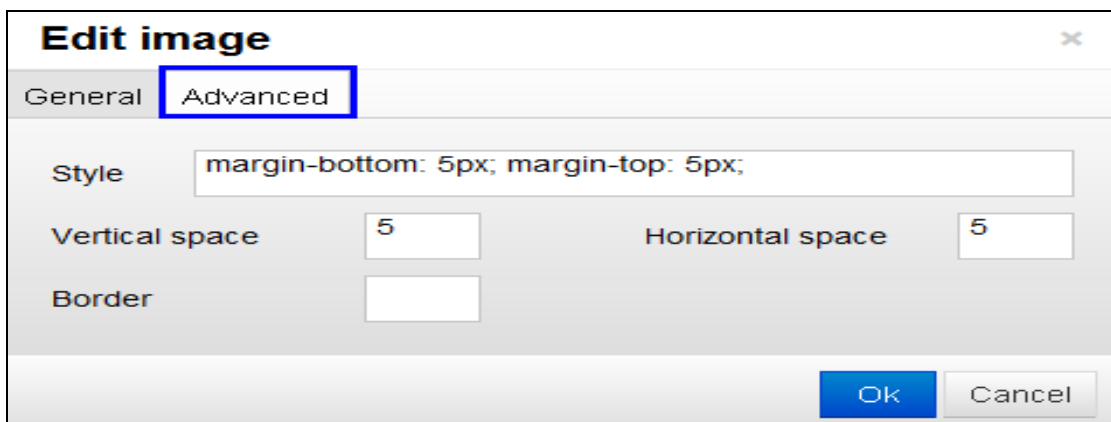
- Click on the  button to browse for an image in the **Asset Database**



- Choose **Training Assets** from the **Agency Site Images Folder** dropdown



- Click on "SELECT ONE", *Type 371 fast*, click on the **371233-Dripping Faucet cartoon**
- Click **OK**
- Click the **Advanced** tab to add vertical and horizontal spacing between the image and the text



- Click **Ok**

The image will be displayed in **WYSIWYG**.

Body: PREVIEW BODY


Close/Done

File Edit Insert View Format Table Tools

Font Family Font Sizes Formats **B** *I* [List Bulleted] [List Numbered] [List Check] [List Disc]

[List Disc] [List Check] [List Numbered] [List Bulleted] [Link] [Image]

[Print] [Eye] [Full Screen] [Text Color] [Background Color] [Smiley]



Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.

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Lucy Stivers
14700 Middlebelt Rd.
Livonia, MI 48151

If you click on the image here, you can pick it up and move it or change the size of the image.

Body: PREVIEW BODY


Close/Done

File Edit Insert View Format Table Tools

Font Family Font Sizes Formats **B** *I* [List Bulleted] [List Numbered] [List Check] [List Disc]

[List Disc] [List Check] [List Numbered] [List Bulleted] [Link] [Image]

[Print] [Eye] [Full Screen] [Text Color] [Background Color] [Smiley]



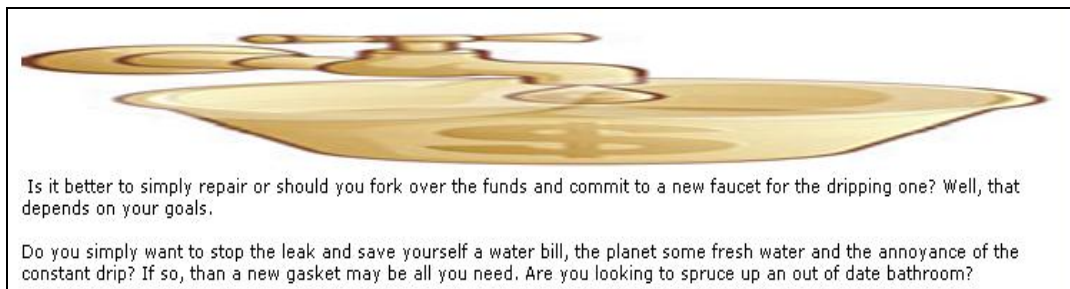
☐ ☐ ☐ is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.

Do you simply want to stop the leak and save yourself a water bill, the planet some fresh water and the annoyance of the constant drip? If so, than a new gasket may be all you need. Are you looking to spruce up an out of date bathroom?

When getting repairs done to faucet, make sure you get all the necessary quotes for the right pricing. If it's cheaper to get a new faucet go for it. Dripping faucets can become such a headache & problem. A dripping faucet is the most common plumbing problem as well as one of the easiest to repair. Yet many people ignore it and leave the dripping faucet unrepaired. That costs money. A steady drip can waste \$20 or more in water in a short time. Multiply that figure by the number of faucet drips in your home, and you can calculate how much of your money is literally going down the drain.

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Note: Be careful not to distort the image. It is best if the image is sized appropriately prior to adding it to the database, rather than resizing it here.



To get the text to wrap around the image we need to adjust the **Alignment**.

- **Left** click on the image
- Select the dropdown next to **Formats** mouse over **Alignment** and click on **Left**

The text will now wrap around the image.

Body: PREVIEW BODY


[Close/Done](#)

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Font Family ▾ Font Sizes ▾ Formats ▾ **B** *I* [List Icons]

[List Icons]

[List Icons]



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How Much Does it Cost to Repair a Leaky Faucet?

	Lower	Higher
Faucet Leak Repair – Material Cost	\$20.75	\$26.75
Faucet Leak Repair – Labor Cost	\$69.94	\$93.78
Faucet Leak Repair – Total	\$90.69	\$120.53
Average Cost to Repair a Leaky Faucet – per faucet valve	\$90.69	\$120.53

[Leaky Faucet PDF File](#)

- Click **Close/Done**
- Click **Update**
- Go to **Training** site to see content, refresh screen

Edit Assets

At some point it may become necessary to replace an asset or edit the fields within an asset. If a PDF form needs to be updated with a new version of the form, or an image needs to be replaced with a newer image, you can simply go to that asset in the database and swap out the current asset for the new asset. Then where ever that asset is used, the new one will be seen without having to change the content. In order to do this we need to be able to find the asset in the database.

Find and Edit Asset Using ID Number

Each asset is assigned an **Asset ID** number. It is easiest to find the asset by searching on that ID number. Find the Asset ID number:

PDF/Document: The **Asset ID** number can be seen in the filename of the **PDF** or document while it is displayed on the web.

- Navigate to the PDF file/document and look at the URL

The filename of the asset has the **Asset ID** as part of the name (example: in http://w3.michigan.gov/documents/training/Sample_3_451648_7.pdf→ 451648 is the Asset ID)

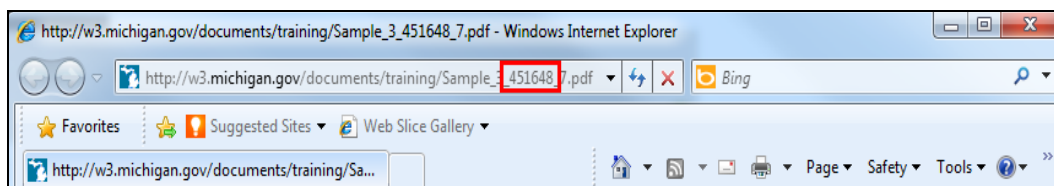


Image Asset: The **Asset ID** number can be seen in the properties of the image while it is displayed on the web.

- **Right** click on the image and select **Properties**

Trainee Author - Faucets - Repair or Replace?

Contact: Trainee Author 517-555-1212
Agency: Technology, Management & Budget

Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.

Do you simply want to stop the leak and save yourself a water bill, the planet some fresh water and the annoyance of the constant drip? If so, than a new gasket may be all you need. Are you looking to spruce up an out of date bathroom?

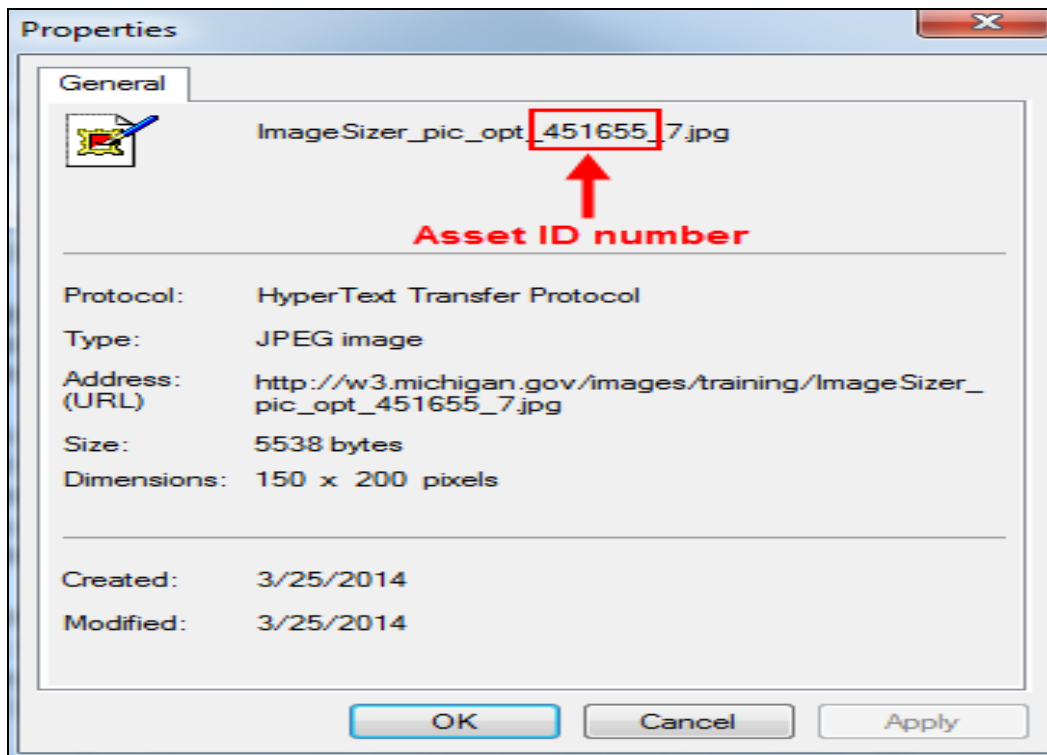
When getting repairs done to faucet, make sure you get all the necessary quotes for the right pricing. If it's cheaper to get a new faucet go for it. A dripping faucet can become such a headache & problem. A dripping faucet is the most common plumbing problem as well as one of the easiest to repair. Yet many people ignore the dripping faucet unrepaired. That costs money. A steady drip can waste \$200 in water in a short time. Multiply that figure by the number of faucet drips in your home and you can calculate how much of your money is literally going down the drain.

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How Much Does it Cost to Repair a Leaky Faucet?

	Lower	Higher
Faucet Leak Repair – Material Cost	\$20.75	\$26.75

The filename of the image has the **Asset ID** as part of the name (example: ImageSizer_pic_opt_451655_7.jpg→ 451655 is the Asset ID)



- In the **CMA**, hover over **ASSETS** click **LIST/SEARCH ASSETS**

Asset Index

Search By:

ID: (Edit this Asset ID Now)

Description:

Keywords:

Sort By: ▼

Asset Type: ▼

Display Count: ▼

Matching Rows 1-10 of 10

Your most recent 10 content items are listed below.

To search for more assets, enter the search criteria above and click the SEARCH button. If you want to SEARCH all assets, leave the criteria blank and just click SEARCH.

ID (edit)	Asset Description	Asset Path (preview)	Delete
451690	trainee_author - 3/25/14 - PDF file	/documents/training/Sample_2_451690_7.pdf	[Delete]
451687	trainee_author - 3/25/14 - PDF file	/documents/training/Sample_2_451687_7.pdf	[Delete]
451655	Trainee Author - 3/25/14 - Image	/images/training/ImageSizer_pic_opt_451655_7.jpg	[Delete]
451648	Trainee Author - 3/25/14 - PDF file	/documents/training/Sample_3_451648_7.pdf	[Delete]
450685	Kelly - 3/18/14 - image	/images/training/ImageSizer_pic_opt_450685_7.jpg	[Delete]
450671	Kelly - 3/18/14 - pdf file	/documents/training/Sample_3_450671_7.pdf	[Delete]
450440	Kelly - 3/14/14 - PDF file	/documents/training/Sample_3_450440_7.pdf	[Delete]
449775	Trainee Author - 7/24/13 - PDF file	/documents/training/Sample_3_449775_7.pdf	[Delete]
195375	Sample Text for Pagination Exercise	/documents/training/SampleText_Pagination_195375_7.txt	[Delete]
371233	Training - 12/14/11- .jpg image	/images/training/Faucet2_371233_7.jpg	[Delete]

Matching Rows 1-10 of 10

(Add)

- Enter or paste the **Asset ID** number in the **ID** field

Search By:

ID: 451655 (Edit this Asset ID Now)

- Click **Search**. Locate the desired asset.

Matching Rows 1-1 of 1					Beginning	Prev	Next	End	No More
ID (edit)	Asset Description	Asset Path (preview)					Delete		
451655	Trainee Author - 3/25/14 - Image	/images/training/ImageSizer_pic_opt_451655_7.jpg					[Delete]		
Matching Rows 1-1 of 1					Beginning	Prev	Next	End	No More

- Click on the **ID** number to make changes

You will be taken to the **Edit Asset** screen.

Load a new file for this asset. Change the asset fields.

- Click **Browse** and select the file

*Asset FileName:

Note: you are in edit mode and selecting a new file will overwrite the existing one in the system.

When loading a new file, the old one will be deleted. If you want to keep the old one, add a new asset.

- Change the **Alternate Tag** so it is appropriate for the new image

When replacing images with a new image:

- The dimensions of the **original** image will be in the database
- If the new image is distorted or too large use the **Image Sizer Tool** to resize it

- Click **Update**

Associate Content to Other Categories

When

If there is a piece of content that needs to be displayed in more than one place/component, you could create a new piece of content which links to the first one. This will, however, create a new record in the database. If the content ever expires or is deleted, then your link will no longer be valid.

If you could re-utilize the same piece of content in multiple places, it would prevent problems of outdated links. To do this, all that needs to be done is to associate a second (or third or more) category to the piece of content.

The person making the association must have permission to the new category to be associated.

How

Search for a piece of content using the methods above.

If you do not have permission to edit the content, the **ID** number will be teal, however you can still associate it to a category you have permission to. If you have permissions to the content, the **ID** will be green. Click on the **ID** number.

Search for Content

Search By...	ID:	324550	Edit	Search
	Text:			
	Created/Updated By:			
	Search Type:	NORMAL		
	Expiration Date:	-		
	Release Date:	-		
	Sort By	Content ID		
	Display Count	25		

Matching Rows 1-1 of 1 [Beginning](#) [Prev](#) [Next](#) [End](#) No More

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
324550	Trainee Author - Faucets - Repair or Replace?	Repair for a pittance or upgrade to a new unit?	100	03/25/2014	03/29/2014	Delete

Matching Rows 1-1 of 1 [Beginning](#) [Prev](#) [Next](#) [End](#) No More

With the **Edit Content Item** or **View Content Item** screen open, scroll to the bottom of the screen to display the associations.

- Click **Select from List of Categories and ADD**

Associated Categories

Category ID	Category Name	Association Priority	Edit Association	Delete Association
CAT ID 35103	TRAINING-FAVORITES-BOOKS-NONFICTION-FXIT - EDIT CAT	100	EDIT ASSOCIATION	(Primary)

Add a Category Association

Enter Category ID: [Associate](#) OR... [Select from List of Categories and ADD](#)

Select the desired category from the **Associated Category** drop-down box. You will only see categories to which you have permissions.

- For class, choose **TRAINING-WHATS NEW**

Add New Association CATEGORY

Content Title: Trainee Author - Faucets - Repair or Replace?

Associated Category: **TRAINING-WHATS NEW**

Additional Association Type: ☒ None ☐ What's New ☐ Featured Service ☐ Spotlight

Priority: 100

[Add](#)

- Leave **Additional Association Type**: set to **None**
- Set the **Priority** according to the category/component in which this content will be displayed
- Click **Add**

Remove Content & Assets

Items can be removed from the web when you either expire the content or delete the items from the database. Sometimes both have to occur.

Expire Content

Expiring content will remove the item from the web on the expiration date but will not remove the item from the database. The item can be used again by changing the **Release** and **Expiration Dates**.

- Click on the **ID** to edit the Content item

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
324550	Trainee Author - Faucets - Repair or Replace?	Repair for a pittance or upgrade to a new unit?	100	03/25/2014		Delete
Matching Rows 1-1 of 1 Beginning Prev Next End No More						

- Change **Expiration Date** field to date you want item removed from the web

Expiration Date: MM/DD/YYYY	<input type="text" value="03/28/2014"/>	?
------------------------------------	---	-------------------

- Click **Update**

Delete Content

Deleting content will move the item to a **Recycle Bin** category. The **Site Administrator** will be able to retrieve it for later use, however it can be difficult to find.

- **List Content** for the item to be deleted

ID(edit)	Title	Description/Link	Priority	Release Date	Expiration Date	Delete
324550	Trainee Author - Faucets - Repair or Replace?	Repair for a pittance or upgrade to a new unit?	100	03/25/2014	03/28/2014	Delete
Matching Rows 1-1 of 1 Beginning Prev Next End No More						

- Click the **Delete** link

Delete Content	
Are you sure that you want to delete:	
• Trainee Author - Faucets - Repair or Replace?	
1 content item?	
Keep existing category associations? <input type="checkbox"/>	
Delete	Cancel

- Click **Delete** to confirm

OR

- Use the **DELETE** button in the **Edit Content Item** screen

Edit Content Item

CONTENT ID: 324550

Preview Update Duplicate **DELETE**

BASIC CONTENT INFORMATION * denotes required fields

* **Primary Category:** TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT
CHANGE CATEGORY EDIT CATEGORY BROWSE CATEGORY

Content Status: LIVE

* **Content Type:** HTML (HTML 1.0/2.0)

* **Content Title:** Trainee Author - Faucets - Repair or Replace?
Character Count 38

- You will again be asked to confirm your deletion

Delete Content

Are you sure that you want to delete:

- Trainee Author - Faucets - Repair or Replace?

1 content item?

Keep existing category associations? ☐

Delete Cancel

Note: Deleting **Content** that is still in **Workflow** will not delete the **Workflow** record as they are in separate databases. The best way to eliminate the **Workflow** is to **Approve** it all the way through **Publishing**.

For either method above, if there is workflow still pending on this content, it will not be eliminated. You must still process the workflow to get rid of the workflow task.

Removing Assets

Assets can be removed from the web in two ways. Please make sure to use both of these methods when deleting assets.

1. Remove the **content** that displays the asset (see above). When doing this, the asset will remain in the database for later use.

Note: Leaving a document asset in the database without removing the asset from the database will keep the asset available to the public via bookmarks they may have created and search engines, including the one on Michigan.gov which will continue to index it from the asset database.

2. Delete the asset from the database. If the asset is deleted you will not be able to reuse it without reloading it. To delete an asset from the database:

- List **Asset** for the item to be deleted
- Click the **Delete** link

Matching Rows 1-1 of 1				Beginning	Prev	Next	End	No More
ID (edit)	Asset Description	Asset Path (preview)					Delete	
451655	Trainee Author - 3/25/14 - Image	/images/training/ImageSizer_pic_opt_451655_7.jpg					[Delete]	
Matching Rows 1-1 of 1				Beginning	Prev	Next	End	No More

- Click **Delete** again to confirm the deletion

Delete An Asset

This Asset, 451655, has associations. If you delete the asset, the associations will be deleted also.

ID	Type	Description
324550 - (CONTENT)	CONTENT_ASSET	Trainee Author - Faucets - Repair or Replace? - Repair for a pittance or upgrade to a new unit?

Are you sure that you want to delete /images/training/ImageSizer_pic_opt_451655_7.jpg?

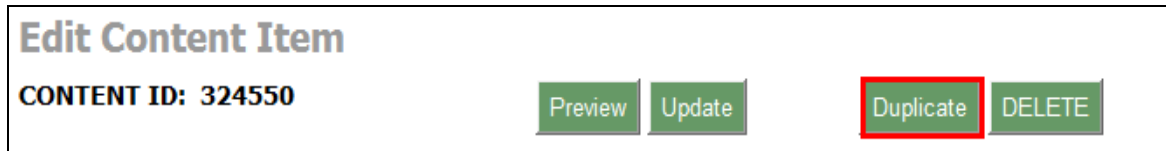
Delete
Cancel

Note: Deleting an asset that has been included in a piece of content as a link or an image without being “**Associated**” to the content, will result in a broken link or image.

Miscellaneous Features

Duplicate

The **Duplicate** button at the top of the **Edit Content Item** screen allows you to duplicate a piece of content exactly. The screen will look exactly the same except the **Content ID** number will be new.




The screenshot shows the 'Edit Content Item' interface. At the top, it says 'Edit Content Item' in a large, bold font. Below that, it displays 'CONTENT ID: 324550'. To the right of the content ID are four buttons: 'Preview', 'Update', 'Duplicate', and 'DELETE'. The 'Duplicate' button is highlighted with a red rectangular box.

This is useful when you have several items to add which are very similar. You can duplicate the items and then make and update the necessary changes.

- This is designed to be used when the duplicated content will be in the same **Primary Category**
- This is not to be used when you want to display the content in more than one place. Use **Associated Categories** for that purpose.

Preview Body

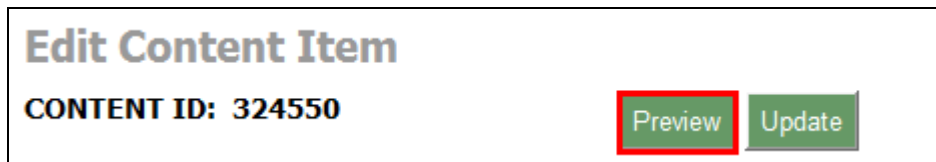
Preview Body is used to look at the body field without the banner or navigation surrounding it. It also does not include the title field, associated assets, such as images, or contact information. This is good for quick proofing while working on content.



The screenshot shows a 'Body:' label followed by a text input field containing the text 'PREVIEW BODY'. The input field is highlighted with a red rectangular box. Below the input field, there is a link that says 'Edit (WYSIWYG)'.

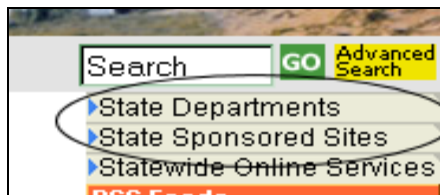
Preview vs. Production Preview

The **Preview** button will take you to **Production Preview** and allow you to see the content with the banner and borders around it. It will not take you to the component or navigation page that will contain the link to the content. If you click **Preview** when you are editing a **Link** piece of content, you will simply see the link.



The screenshot shows the 'Edit Content Item' interface. At the top, it says 'Edit Content Item' in a large, bold font. Below that, it displays 'CONTENT ID: 324550'. To the right of the content ID are two buttons: 'Preview' and 'Update'. The 'Preview' button is highlighted with a red rectangular box.

If you want to see the link to the content in the component or navigation page, you will need to go to **Production Preview** and navigate to the appropriate site and page. You can navigate to the page using one of the links in the upper right hand corner of the site:



or you can type it into the navigation bar at the top:



Release/Expiration Dates & Preview

If the **Release Date** is in the future, or if the **Expiration Date** has passed, the content will not be visible on **Production Preview** by navigating to it. In that case, you must use the **Preview** button or **Preview Body** link in order to see the content for editing and proofing purposes.

* Release Date: MM/DD/YYYY	03/25/2014	?
* Release Hour:	01 :00 AM	? (Eastern Time)
Expiration Date: MM/DD/YYYY	03/28/2014	?

Versioning

Versioning allows you to have several versions of a piece of content at the same time. It can be used as a form of revision control or making a back-up before editing content. The system does not automatically create a new version every time the Update button is clicked. Versioning control has been added in the lower right of the Edit Content Item screen:

There can be up to 25 versions displayed in the dropdown list. The most recent version is listed at the top of the list.

Versioning


SAVE VERSION
|
VERSION HISTORY –

4 - 2014/03/26 04:02:20 by trainee_author
[Restore Preview Version](#)
3 - 2014/03/26 04:01:04 by trainee_author
[Restore Preview Version](#)
2 - 2014/03/26 03:57:47 by trainee_author
[Restore Preview Version](#)
1 - 2014/03/26 03:56:15 by trainee_author
[Restore Preview Version](#)

Previewing a Version

Clicking on the **Preview Version** link will pop open a new window. This window contains the critical database fields to allow you to see the differences between the versions. It does not render the Content in a production preview mode. It only lists the specific items that can be changed.

Content ID: 324550
Primary Category ID : TRAINING-FAVORITES-BOOKS-NONFICTION-FIXIT (35103)
Content Title: Trainee Author - Faucets - Repair or Replace?
Priority: 10
Release Date: 03/25/2014 01:00 AM
Expiration Date: 03/28/2014 12:00 AM
Event Start Date:
Event End Date:
Description: Repair for a pittance or upgrade to a new unit?
Body:



Is it better to simply repair or should you fork over the funds and commit to a new faucet for the dripping one? Well, that depends on your goals.

Do you simply want to stop the leak and save yourself a water bill, the planet some fresh water and the annoyance of the constant drip? If so, than a new gasket may be all you need. Are you looking to spruce up an out of date bathroom?

When getting repairs done to faucet, make sure you get all the necessary quotes for the right pricing. If it's cheaper to get a new faucet go for it. Dripping faucets can become such a headache & problem. A dripping faucet is the most common plumbing problem as well as one of the easiest to repair. Yet many people ignore it and leave the dripping faucet unrepaired. That costs money. A steady drip can waste \$20 or more in water in a short time. Multiply that figure by the number of faucet drips in your home, and you can calculate how much of your money is literally going down the drain.

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How Much Does it Cost to Repair a Leaky Faucet?

	Lower	Higher
Faucet Leak Repair – Material Cost	\$20.75	\$26.75
Faucet Leak Repair – Labor Cost	\$69.94	\$93.78
Faucet Leak Repair – Total	\$90.69	\$120.53
Average Cost to Repair a Leaky Faucet – per faucet valve	\$90.69	\$120.53

[Leaky Faucet PDF File](#)
Link Type: External
Link URL: /documents/training/Sample_2_451690_7.pdf
Link Text: Title of PDF File

Restoring a Version

Restoring a version is done by simply clicking on a **Restore** link.

Versioning

SAVE VERSION
|
VERSION HISTORY –

4 - 2014/03/26 04:02:20 by trainee_author
[Restore Preview Version](#)
3 - 2014/03/26 04:01:04 by trainee_author
[Restore Preview Version](#)
2 - 2014/03/26 03:57:47 by trainee_author
[Restore Preview Version](#)
1 - 2014/03/26 03:56:15 by trainee_author
[Restore Preview Version](#)

When you click on **Restore**, the CMA will automatically create a new version of the current Content. Then, it will take the restored version and make it the current version. You do not need to click on **Update** or **Save Version**.

Workflow

What is Workflow

Workflow is the process of getting new content approved prior to going live on Michigan.gov. Content has to be approved by at least two people before it can go live. When a piece of content is created, a workflow task related to that piece of content is immediately created. A series of steps are necessary to be completed for the task to be done and the content to go live. Each step is assigned to a predetermined Workflow Group.

Workflow is defined by the agency and site administrator. Each button and all the content beneath it can have its own, separate workflow; the whole site can have a common workflow, or any combination in between.

Each workflow must have at least two steps. There will always be an **Author** step first and a **Publisher** step last. There could be one or more **Editor** steps in between. The number of steps in a given workflow is determined by the agency and site administrator. E-Michigan activates workflow according to their specifications.

Workflow Groups & Roles

At each step of workflow, the group responsible will be able to edit or modify the content. Whether or not they choose to do so is up to each department/agency to determine how they want to handle workflow – if they want to send all changes back to the author, or if each step should handle changes on their own.

Authors – Create or enter content into the CMA, proof content prior to sending to the next step in the workflow process. Workflow always starts with the author so that they can have a last look at the content before it moves forward.

Editors (1, 2 &3) – Review content and attributes; edit content and attributes; Approve content that should be forwarded to the Publisher; Reject content that should be sent back to the Author.

Publisher – Ensure quality and accuracy of HTML content and approve content for publishing to the live web site. At this point it will be ready to go live (see Cache Clearing).

Working with Workflow

When you create a piece of content and then click **ADD**, that piece of content will be placed in your workflow and a task will show up waiting for your approval.

CMA HOME

Workflow can be accessed at any time in the **CMA** by clicking the **CMA HOME** link on the **Top Navigation** bar, then scrolling to the bottom of the screen.

If one of the groups in which you are a member has a task waiting, a screen similar to the one on the next page will be presented. Otherwise you will see the following message stating that you do not have any outstanding tasks at this time.

There are no outstanding tasks assigned to you or your group.

Step 1: The Author of the document must first Accept the Workflow Task.

Tasks for dchristensen				
Content/Category Item	Task Description	State	Who	Action (Check All <input type="checkbox"/>)
Visit Historic Sites On-line	MIKIDS Content	Assigned	dchristensen	Accept
Created by: Christensen, Deborah (DIT)		Site: MIKIDS		
November 2003: Defining Goals and Objectives	REJECTED by dchristensen: Please review and forward.	Working	dchristensen	Approve <input type="checkbox"/> Reject
Created by: Christensen, Deborah (DIT)		Site: training		
October 2003: Define Core Values	REJECTED by stevensd4: I don't know what this is... It seems that we used to be able to	Assigned	dchristensen	Accept
Created by: Content # 90168 may be deleted.		Site:		
Sample Content 4 000	Review and approve or reject	Working	dchristensen	Approve <input type="checkbox"/> Reject
Created by: Christensen, Deborah (DIT)		Site: training		
Sample Content 4 xyz. Link to Edit Content	Author Review	Assigned	dchristensen	Accept
Created by: Christensen, Deborah (DIT)		Site: training		
Sample content 4 abc	Author Review	Assigned	dchristensen	Accept
Created by: Christensen, Deborah (DIT)		Site: training		
Sample content 4	Author Review	Working	dchristensen	Approve <input type="checkbox"/>

Initial Workflow for newly created content by the author.

Accepting the task does not Approve the content.

Step 2: The Author's Approval

Created by: Christensen, Deborah (DIT)		Site: training		
Sample content 4 123	Author Review	Working	dchristensen	Approve <input type="checkbox"/> Reject

Author will Approve when ready to forward.
Author will never Reject.

Step 3: Editor Accepts the Task

Created by: Christensen, Deborah (DIT)		Site: training	
Sample content 4 abc	Review and approve or reject	Assigned to Training_Editor	Accept
Created by: Christensen, Deborah (DIT)		Site: training	
Process Checked Tasks			

Assigned to a group.

One person can accept

Note: Once you have accepted a task, others can **no longer** see it in their workflow. This means that you **MUST** either [Approve](#) or [Reject](#) the task in order for the piece of content to be moved to the next step of workflow.

Step 4: Editor Approves or Rejects Content

Created by: Christensen, Deborah (DIT)		Site: training		
Sample Content 11 xyz	Review and approve or reject	Working	dchristensen	Approve <input type="checkbox"/> Reject
Created by: Christensen, Deborah (DIT)		Site: training		

Working - to one Editor only

Step 5: Publisher Accepts the Task

Created by: Christensen, Deborah (DIT)	Site: training
Sample Content 4 000	Review prior to publication
Assigned to: Training_Publisher	Accept
Created by: Christensen, Deborah (DIT)	Site: training
Process Checked Tasks	

Assigned to a Group → **One Person MUST Accept**

Note: Once you have accepted a task, others can **no longer** see it in their workflow. This means that you **MUST** either [Approve](#) or [Reject](#) the task in order for the piece of content to be changed to **Live** or sent back to the author.

Step 6: Publisher Approves or Rejects Content

Accepting will make it **Live** and remove the task from workflow.

Deb's Test	Review prior to publication	Working - to one Publisher only	Working dchristensen	Approve <input type="checkbox"/>
Created by: Christensen, Deborah (DIT)	Site: training			Reject

Rejected Task

If the editor or publisher rejects a piece of content they are able to enter a reason for the rejection. The first 64 characters will be displayed when it is returned to the **Author**.

Reject Workflow

Message:

Note that only the first 64 characters used.

Needs more content.

Rejected Task that is sent back to author

After the **Continue Reject** button has been clicked the task will return to the author's workflow and the process starts again.

November 2003: Defining Goals and Objectives	REJECTED by dchristensen: Please review and forward.	Working	dchristensen	Approve <input type="checkbox"/>
Created by: Christensen, Deborah (DIT)	Site: training			Reject
October 2003: Define Core Values	REJECTED by stevensd4: I don't know what this s... It seems that we used to be able to	Assigned	dchristensen	Accept
Created by: Content # 90168 may be deleted.	Site:			

Workflow & Deleted Content

Sometimes content is deleted before workflow is completed. In that case, the workflow is not also deleted, it remains.

October 2003:	REJECTED by stevensd4: I don't know what this	Assigned	dchristensen	Accept
Define Core Values	is... It seems that we used to be able to			
Created by:	Content # 90168 may be deleted.	Content is gone - but Workflow still exists		

In order to eliminate the workflow task for deleted content, simply complete the workflow task.

Content Stuck in Workflow

If you have completed workflow but the content is not appearing on the live site, check to see if the content is finished with workflow.

1. Edit the content
2. Check the **Content Status**

Status:	It won't go live if status is IN_PROGRESS	IN_PROGRESS
Title:(20 of 255 chars max)	Sample Content 5 000	

3. If the status is **IN_PROGRESS**, the content will not go live
4. Check to see if **Workflow** is complete by scrolling to the bottom of the screen

Currently in workflow:	← You can see who is holding up the workflow. It could be an individual or a group.
Working to: dchristensen in workflow project Training Sample	
Previous Step Completed by: dchristensen-Fri Oct 21 15:50:17 2005	

5. Contact the **Site Administrator** to get **Workflow** moving again

Workflow Complete – Still Not Live

If you have completed workflow and the content is not appearing on the live site and you checked workflow and it is finished:

Status:	It won't go live if status is IN_PROGRESS	IN_PROGRESS
Title:(20 of 255 chars max)	Sample Content 5 000	

Workflow Finished
emeryc-Tue Oct 25 16:14:19 2005

- Click the **Update** button

CONTENT ID: 292559

Preview

Update

The **Status** will change to **Live** and it will go live at the next **Cache Clear** (see below).

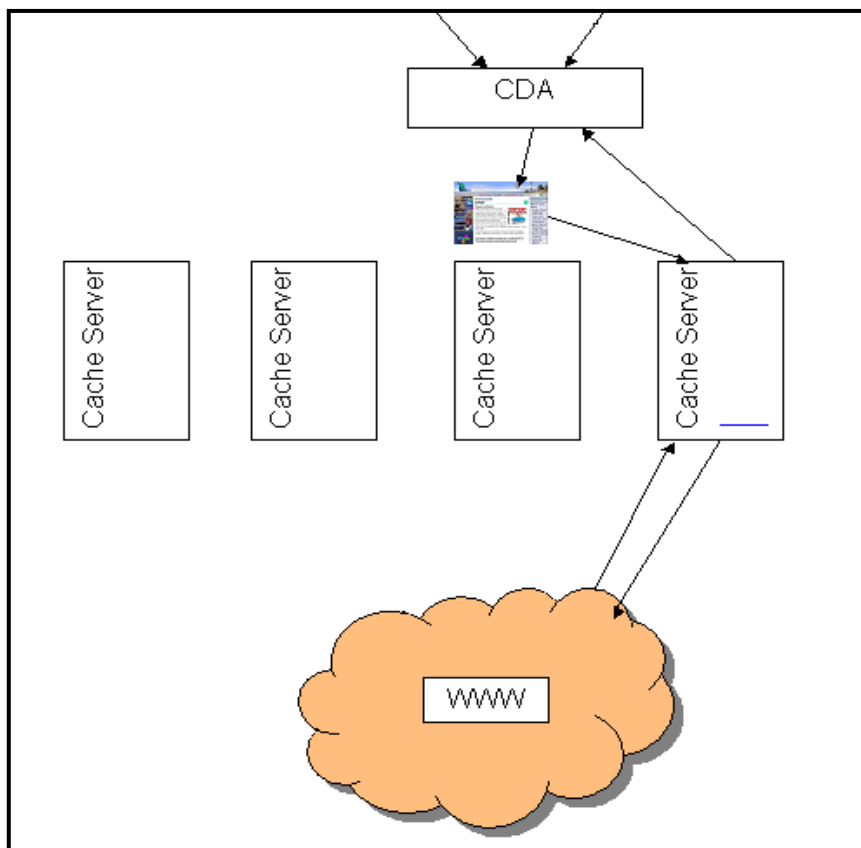
* Primary Category: TRAINING-FAVORITES-BOOKS

Content Status: LIVE

Cache

How It Works – New Content

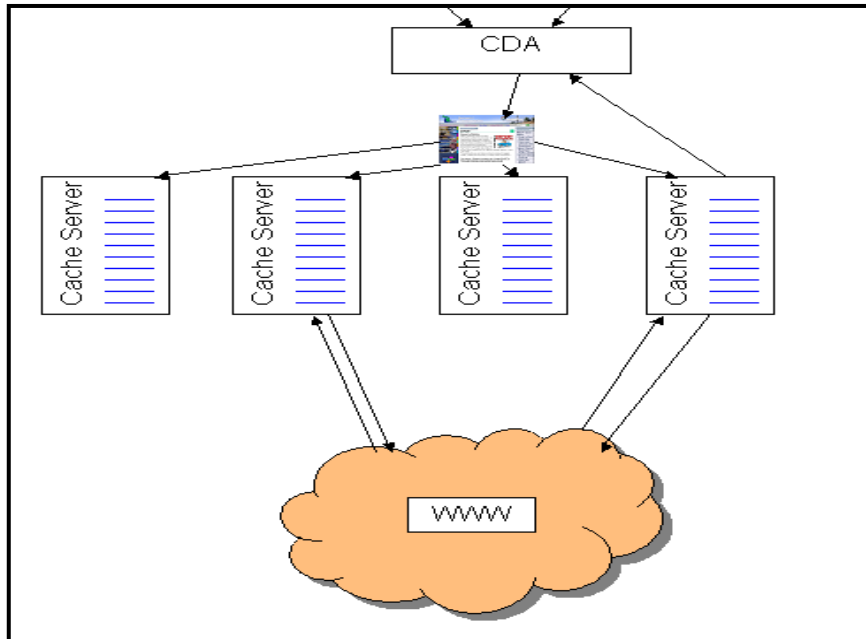
In order to speed things up for users, there are several cache servers in place. When a request for a page comes in, it goes to the first available cache server. If the page is not on that server, the CDA creates it sends it out.



Eventually each cache server will contain the same page, as that page is requested from each server.

When the next request for the same page comes in, the cache server delivers it without contacting the CDA.

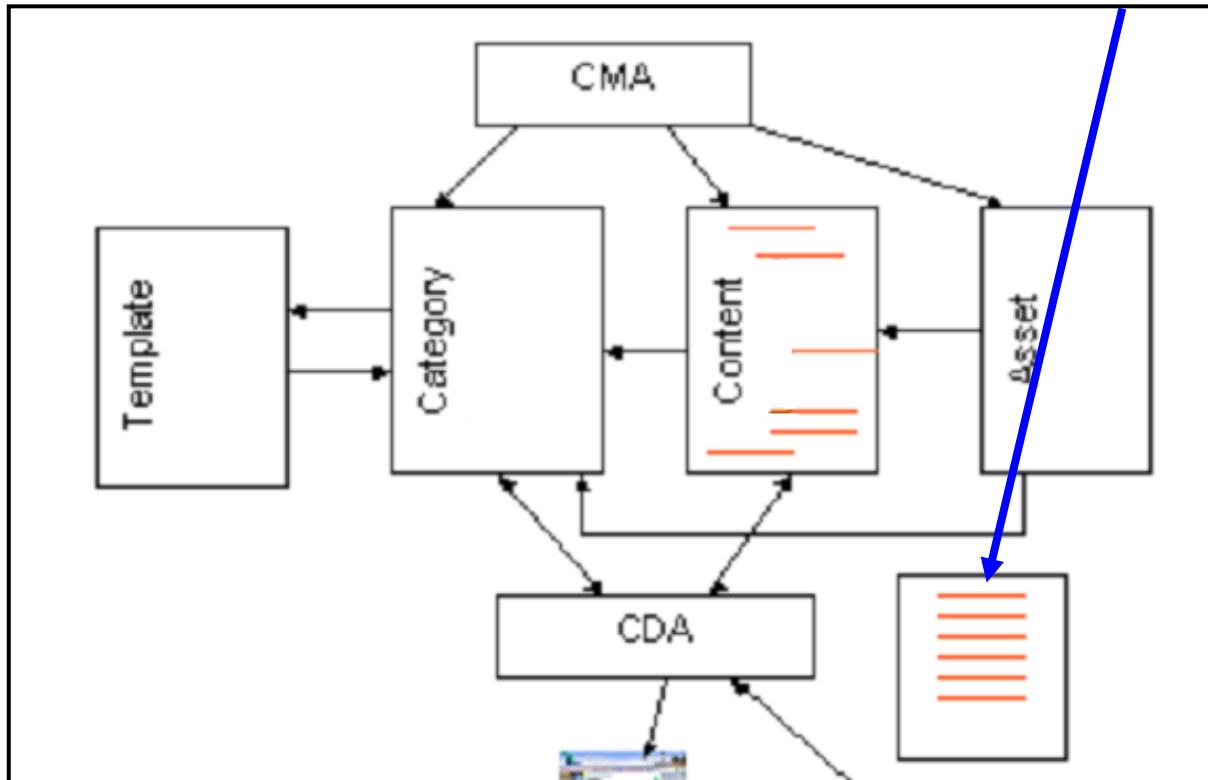
Eventually there are many pages on all of the cache servers.



As people work in the CMA, changes are made which are not reflected on the cache servers.

How It Works – Changed Content

As **changes** are made, information about those changes is stored in a Cache-clear bucket.



At regularly scheduled times; the cache is cleared according to what is stored in the Cache-clear bucket.

• Cache Clear Schedule Weekday: 1 a.m. 9 a.m. 12 p.m. 3 p.m. 6 p.m. Weekend: 1 a.m. 6 p.m.

- Weekdays:
 - 1:00 am
 - 9:00 am
 - 12:00 pm
 - 3:00 pm
 - 6:00 pm
- Weekends:
 - 1:00 am
 - 6:00 pm

When one of those times occurs, the CDA reads the Cache-clear bucket and deletes the corresponding item on the cache servers and replaces it with the updated content. It then also deletes the record in the Cache-clear bucket.

Please Note: This takes time! The **Cache Clear Schedule** represents **START** times, not completed times. The Cache Clear can take from one half to one **hour** to complete depending on the time of day and the amount of traffic on the servers. Please be patient after the start of a cache clear. Your content may not be consistent for a while.

What is not Cleared

Top & Bottom Navigation

FAQs

Contact

Left Navigation

New & Removed Categories

Right Navigation

Global Quicklinks

Local Quicklinks

Full Content from Left Navigation



How to Update Items not Cleared

Contact Site Administrator with information:

- Content ID number
- Category ID number (if applicable)
- How to navigate to it

Site Administrator is Cache Clear Admin or will contact CMA expert for site.

Cache Clear Admin Can:

Clear a particular piece of content or category not cleared during the schedule.

Clear a particular piece of content at a specific time (when cache clear schedule does not meet needs).

Please contact e-Michigan ahead of time to schedule special cache clears.

NEXT STEPS

- Obtain appropriate permissions if you do not already have them. Contact your site administrator to obtain permissions to the categories where you will be working.
- Find out any naming conventions and standards for your site from your site administrator for such things as:
 - Asset Filenames
 - Asset Descriptions
 - Internal/External links
- Practice in the Training site. If you have content and assets you want left for future practice, let trainer or site admin know.
- If you want to be removed from the Training site, please send e-mail to John Estill or site admin
- For questions, etc., please see your site administrator/agency contact. You can see a list of agency contacts on <http://www.michigan.gov/emichigan> and click on CMA Users.
- When you are ready to add or edit content, start with the **Quick Guides**

Do evaluation online: Favorites/ training evaluation